

FINANCE ASSISTANT



POSITION DESCRIPTION

DATE APPROVED: APRIL 2025

Employer:	Adara Development (Uganda)
Location:	Kiwoko Hospital, Nakaseke District, Uganda
Employment status:	Full time
Reports to:	Finance Officer
Direct reports:	None

OVERALL JOB GOALS

- To manage daily mobile money payments and the petty cash register of Adara Development (Uganda) (DEVU)
- To maintain financial entries, in the Accounting System
- To support the Finance Officer as required

KEY RESPONSIBILITIES

1. Perform ongoing accounting tasks

- Prepare payments and ensure the payments are authorized by appropriate staff, paid on time, and follow Adara's financial processes and procedures
- Monitor Mobile Money Platform for unprocessed or returned payments
- Maintain petty cash voucher books and Excel register
- Scan expenditure support daily and save to the appropriate folders
- Enter payments into the Accounting System in line with relevant programme budget for further review
- Custodian of petty cash, carrying out weekly cash counts and obtain approval
- Assist in the preparation of the monthly fund request to be sent to the Global Support Office in Sydney, Australia
- Maintain the fixed asset register, perform periodic physical counts of the assets, and review the state of the assets
- Ensure DEVU's assets and financial information are adequately safeguarded, and that confidentiality is maintained
- Work with the team to organize emergency and nutrition support forms.
- Support in the procurement process and ensure that all items are engraved
- Maintain car hire Excel sheet as required and ensure month end invoices align to records

2. Monitor and evaluate financial policies and procedures

- Ensure DEVU follows all financial policies and procedures, and key controls are maintained
- Ensure DEVU staff are compliant with the adopted financial policies and procedures

3. Compliance and statutory requirements

- Assist with the DEVU external audit process as directed
- Ensure DEVU complies with withholding taxes on transactions where applicable

QUALIFICATIONS AND EXPERIENCE

- Relevant degree or diploma in business, accounting, or economics.
- A minimum of one-year hands-on experience in a relevant role

COMPETENCIES

- Knowledge of the requirements set by the Ugandan Revenue Authority and other relevant regulatory bodies of Uganda
- Sound knowledge of accounting principles
- Experience using accounting software to manage payments and reconciliations
- Computer literate and experience using Microsoft Office, in particular Excel and Word
- Excellent time management skills and attention to detail
- Ability to demonstrate working in a complex environment
- Strong understanding and ability to demonstrate strong internal controls and procedures

Desirable

- Working towards an accounting qualification
- Experience working for an NGO in a relevant role
- Exposure to online payment platforms and/or online banking

KEY CONTACTS

Internal Contacts

- Staff at all levels in Uganda and Australia

External Contacts

- Customers and suppliers
- External auditors
- Bank officials