



AFENET Secretariat
Lugogo House, Ground Floor (Wings B&C)
Plot 42, Lugogo By-Pass
P.O BOX 12874, Kampala, Uganda
Tel: +256 417 700 650
Fax: +256 312 265 595
www.afenet.net

Job Opportunity

Date: Monday November 25, 2024

Position: Accountant

Supervisor: Senior Finance Officer

Number of vacancies: (01)

Duty Stations: AFENET Secretariat-Kampala Uganda

Application Deadline: Friday December 6, 2024

Back ground:

Established in 2005, AFENET is a non-profit networking and service alliance of Field Epidemiology (and Laboratory) Training Programs (FELTPs), and other applied epidemiology training programs. AFENET has operations in over 31 countries in Sub-Saharan Africa, 5 countries in the Caribbean region. AFENET is dedicated to helping Ministries of Health in Africa build strong, effective, sustainable programs and capacity to improve public health systems on the African continent. The network's goal is to strengthen field epidemiology and public health laboratory capacity to contribute effectively to addressing epidemics and other major public health problems in countries where we operate. AFENET has its headquarters in Kampala, Uganda.

AFENET works to strengthen Epidemiological and disease surveillance capabilities of African countries that are critical to meeting the requirements of Integrated Disease Surveillance and Response (IDSR) strategy and the International Health Regulations (IHR).

In advancing the cause for a Healthier Africa, AFENET seeks to fill the position for **Accountant** to support the Secretariat and Network.

Job Purpose:

The incumbent will support the Finance Unit and act as a finance liaison for some of the Country projects and other projects monitored at the AFENET Secretariat on top of offering support in ensuring sound financial reporting and strengthening the organization's financial systems.

Major duties and responsibilities:

- Assist the Head Finance in the process of budget preparation and monitoring performance to ensure spending is within the budget.
- Review financial documents to ensure to ensure accuracy of the information there in and compliance with the organization's financial policies and procedures.
- Preparation of vouchers and entering the transactions in to the accounting package and/or excel ledgers.
- Review advance requests to ensure that no additional advance is not given while there is an unaccounted for advance against a staff.
- Ensure monthly generation of advance report and their submission to the Head Finance for review before passing them to staff and sub recipients with outstanding advances.
- Keep track of all advances to ensure accuracy of the advance balances and assist to reconcile them.
- Review the petty cash transactions to ensure accuracy, reasonableness, completeness of documentation and that value for money was obtained before the approve for replenishment by Head Finance;
- Ensure proper maintenance of the cash books for all the bank accounts.
- Perform monthly bank reconciliation statements and ensure that the cash book balances are reconciled to their respective bank statement balances before the 7th day following the month end.
- Ensure proper coding of all the expenditure of all expenditures are done in line with the organization's approved codes.
- Prepare the monthly payroll and pay slips for staff and ensure accuracy of the computation of the salary deductions such as PAYE, NSSF, local service tax, advances, overtime and the net salary payable. Ensure all the required deductions are accurately accounted for.
- Coordination on financial matters with third parties like vendors, banks, Revenue Authority, Social Security Fund, etc
- Proper filing of all the accounting and supporting documents with proper references to ease document tracing and are kept in accordance with the organization's and donor requirement.
- Participate in the preparation of the monthly, quarterly and annual financial reports shall be submitted to the different stakeholders such as the funders, Board etc and ensure timely submission of these reports.
- Ensure accuracy and timeliness of the financial reports that are submitted to Development Partner in accordance with donor financial policies and procedures;
- Ensure adequate preparations are done for the external audits and other reviews/audits as shall be determined by the organization's stakeholders such as donors, Board etc and provide the necessary assistance to ensure proper conducting of such audits and reviews.
- Keep and ensure confidentiality of accounting information



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Academic requirements:

- A Bachelor of Science Degree in Accounting and or Finance
- Chartered Membership to professional organizations and possession of relevant Chartered certifications a must.
- Certification by professional Accounting bodies (CPA.ACCA)
- At least 5 years of work experience in same position obtained from a busy and reputable organization. NGO experience is an added advantage
- Knowledge and experience of Accounts packages and Ms. Office packages.
- Excellent communication and interpersonal skills
- Knowledge of applicable US Government procurement, contracting, rules and regulations as well as administrative/financial policies and techniques.

Required Skills and abilities

- Expertise in finance and accounting, plus proven project management skills.
- High numeracy and sound technical skills.
- Analytical approach to work and ability to make quick but balanced decisions.
- Excellent oral and written communication skills.
- Strong attention to detail and an investigative initiative.
- Good time management skills and the ability to prioritize.
- Able to work as part of a team and to build strong working relationships.
- Proficiency in relevant computer applications

Remuneration

Competitive based on qualification and experience.

How to apply: Submit your resume, application letter, and relevant documentation to:

All interested candidates are encouraged to send their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents plus Certificates for Results for UCE and UACE levels together with complete contact details of three professional references to:

- The Administration & Human Resource Office
- African Field Epidemiology Network (AFENET)
- <https://recruitment.afenet.net> and a copy on Email: sec@afenet.net

*ONLY successful candidates shall be contacted for an interview.

**Please note that all applications should be sent online by close of business 5:30 pm (EAT)
Friday December 6, 2024**