



Haileybury Youth Trust (HYT Uganda) is hiring for the position of Accountant

Job Title: Accountant/ Finance Administrator

Location: Plot 6, Kyagwe Avenue. P.O Box 1264, Jinja Uganda

Employment type: Contractual – reviewed based on performance and organisational requirements.

Responsibilities

1. Assist in the preparation of an Annual budget for the organisation
2. Establish and maintain cash controls including deposits and grants
3. Establish, maintain and reconcile the general Ledger and ensure transactions are properly recorded and entered in QuickBooks accounting system
4. Reconcile bank statements and cash reserves of on-going projects
5. Conduct financial evaluation of the construction projects
6. Prepare and manage the payroll
7. File monthly PAYE and NSSF as well as VAT, where applicable
8. File Income Tax returns annually
9. Fixed Asset Management: Manage the asset register and ensure accuracy of the fixed assets in the system and on ground
10. Maintain financial files and records and all insurance policies of the organisation
11. Receive and verify invoices/ requisitions and process and record petty cash transactions
12. Attend to both internal and external auditors and any financial queries by the board of trustees/ Treasurer
13. Attend to any tax inquiries by URA
14. Prepare a finance manual

Qualifications

- (i) Qualified accountant (CPA) with at least two years' experience in a similar role
- (ii) Bachelor's degree in Finance and Accounting or equivalent from a recognised university
- (iii) Excellent analytical and problem solving skills
- (iv) Excellent verbal and written communication skills in English
- (v) High level of professionalism, initiative, energy, creativity and flexibility
- (vi) Experience working in the housing sector or NGO sector is an added advantage
- (vii) Experience with Quick Books accounting package is a must

Reporting

The Accountant reports to the Country Manager and the Treasurer, HYT. Submit your application to office@hytuganda.com by 12th September 2019. Only successful candidates will be invited for interviews. If you have not heard from HYT by 15 October, consider your application unsuccessful. We shall however retain your information for future reference, as and when there's an opportunity.

UK Registered Charity Number: 303244
Uganda Registered NGO ref: 7790, S.5914/8295

