



NETWORK OF KEY POPULATION SERVICE ORGANISATIONS LTD

Job Title	Finance Officer
Reporting to	Finance Manager
Contract Type	One-year contract renewable based on satisfactory performance and availability of funds.
Duty station	Kampala, Uganda with provisions of in-country travel.
Start Date	January 2022

About US:

Uganda Network of Sex Worker-Led Organisations (UNESO) registered as Network of Key Population Service Organisations LTD under the Companies Act No: 80020001963326 is an umbrella body for organizations led by sex workers for sex workers. Founded in a society that refuses to acknowledge sex work as work, and continues to discriminate and violate the human rights of sex workers, UNESO is mandated to bring together sex work led organizations across Uganda to form a collective voice that will enable sex workers to advocate for their rights. It also exists to create safe spaces where sex workers can convene, discuss and find solutions to the unending challenges that they face within the communities in which they live and work.

Job Summary: The Finance Officer will be responsible for maintaining proper financial documentation for all project financial transactions, and prepare timely financial reports using the UNESO's finance system(s).

Key Duties and Responsibilities:

- Maintains proper documentation and data entry for all financial transactions and submit these to the Finance Manager for review.
- Prepares bank reconciliations for all bank accounts of UNESO
- Liaises with the National Coordinator to ensure timely and accurate submission of staff timesheets.
- Processes travel advance and travel expense reports for UNESO office, checking for accuracy and compliance with UNESO regulations.

Email: uneso2015@gmail.com

Contact: +256 782669542

Office Location: Plot 1919, Ntinda Kigoowa
Kampala, Uganda



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- Liaises with the bank regarding all financial matters linked to UNESO bank accounts
- Initiates payment, prepare checks and submit to authorized person for signature.
- Prepares and submits financial reports to tax authorities and other reports for local regulators.
- Works with the UNESO Finance Manager to establish and maintain all project financial files and ledgers by thematic area.
- Reviews financial documents.
- Provides information to UNESO staff pertaining to their budget, payments, advances, required documentation and other financial aspects of the Project.
- Maintains company ledgers and daily financial transactions
- Creates financial documents such as bills, invoices, pay-orders, payables, receivables and purchase order.
- Coordinates and manage payment and billing details of external service providers, contractors and vendors.
- Performs other roles and responsibilities as assigned by immediate

Qualifications, Skills and Experience:

- The applicant should preferably hold a Bachelor's degree in Accounting and Finance from a recognized university.
- Two years of experience in Accounting and Finance.
- Knowledge of International Accounting Standards.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).
- Analytical thinker with strong conceptual and problem-solving skills.

- Must have personal integrity and honesty.
- Strong ability to communicate (written and spoken).
- Ability to work cooperatively with staff from diverse cultures.
- Must be alert to contemporary IT applications for Finance and Microsoft Office Packages (with advanced skills in using Ms Excel) and other tools.
- Fluency in English

We prioritize applications from persons that belong to the key populations community.

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Like to apply?

Kindly send your resume and motivation letters to uneso2015@gmail.com on or before 03/01/2022

Please indicate in the email subject line the position you are applying for.

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