

EXCITING CAREER OPPORTUNITIES

About us:

Straight Talk Foundation (STF) is a health communications National Non Governmental Organisation that was founded in 1993. For the past 25 years it has been the leading provider of various social and behavior change communication programs to various stakeholders in Uganda. The organization has immense experience in the use of modern communication program approaches in addressing diverse health and development issues.

STF implements activities through print, radio and face to face communication. Its programs and interventions target young people as its primary audience, while parents and teachers are its secondary audience. STF utilises highly effective behaviour change communication models and combines mass media and face to face community outreach and mobilization programs.

Straight Talk Foundation is looking to recruit for the following positions:

I. Senior Finance Officer (1 Position); Kampala

PURPOSE OF THE JOB

Reporting to the Head of Finance & Administration, the Senior Finance Officer will be responsible for efficient and effective management of the STF cash flows, updating and reconciling the accounting ledgers, managing the end of period procedures, and ensuring the generation of monthly financial reports for management decision.

KEY ROLES AND RESPONSIBILITIES

- Responsible for STF NAVISION financial system package trouble shooting, updating and maintenance of the accounts structures.
- Ensure that the NAVISION ledgers for all projects are maintained up to date and that transactions are posted on daily basis and are reconciled to correctness in projects, donors, activities, and expenditure codes in order to facilitate efficient and timely reporting to management and donors.
- Review and conduct monthly reconciliations of debtors, creditors, bank accounts, cash accounts to identify material differences and discrepancies in the accounts and prepare adjusting journals to make the relevant corrections.
- Production of monthly financial reports (MFR) and year end financial statements including supplementary specifications to meet specific deadlines and donor requirements, prepare quarterly terminal grants and effort reports.
- Supervise the preparation of the payroll ensuring that staff salaries and related statutory deductions are timely made and paid in addition to ensuring that all cash and cheque payments for goods and services rendered to STF are paid as they become due as per the provision of the finance manual.
- Maintain a system to track financial commitments and outstanding contract amounts by staff and third parties transacting with STF and ensure that they are diligently executed when due.
- Strengthen inter-departmental and Sectoral linkages between finance and other STF departments and sections, and contribute to other STF collaborative work.
- Conduct support visits to field offices to reconcile accounting records and provide relevant technical support at such intervals as may be required.

Academic Background, Experience and Person Specifications:

- A minimum of Bachelors Degree in Commerce, Accounting or Business Administration from a recognised university. Possession of a professional qualification such as ACCA and CPA will be an added advantage.
- At least 5 years of progressively responsible and professional accounting experience, preferably in a non-governmental organisation (NGO).

- Knowledge of principles and practices of general, fund, and NGO accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; internal control and audit principles and practices.
- Knowledge of budgeting; laws and ordinances relating to the financial administration of donor funded agencies; practices and methods of donor funded agency financing.
- Experience in use of accounting packages especially NAVISION.
- Ability to evaluate financial programs and make sound recommendations for improvement.
- Ability to understand, interpret, explain and apply state laws regulating financial accounting, reporting and record keeping.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Computer literacy and excellent documentation skills are a must.

Application information;

Please send a copy of your CV with a cover letter (attached as one document) indicating 3 referees, to;
The Human Resource & Administration Manager
Straight Talk Foundation
Plot 4, Acacia Avenue, Kololo,
P.O Box 22366
Kampala.

Candidates are encouraged to apply on line to email: straighttalkjobs@gmail.com clearly indicating the position applied for in the subject line. Deadline for receiving applications is **Friday 02nd February, 2018 at 05:00pm** Ugandan Time.

Important to note:

*Straight Talk Foundation is an equal opportunity employer, persons with disabilities and female candidates are encouraged to apply. **Disclaimer: Straight Talk Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.***