

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. Finance & Administration Officer (1 Position); Gulu

PURPOSE OF THE JOB

Reporting to the Centre Coordinator, the Finance & Administration Officer will be responsible for ensuring efficient and effective finance and accounting processes at the Youth Centre.

KEY ROLES AND RESPONSIBILITIES

- Process payments to facilitate Youth Centre(s)¹ activities
- Review accountabilities from Centre staff and enter them into the Navision software
- Carry out bank reconciliation for all Centre(s) accounts
- Manage the Centre petty cash
- Receive and bank all revenues generated from the Centre(s)
- Post all financial transactions of the Youth Centre into the Navision software
- Prepare financial reports for the Youth Centre(s)
- Support the budget preparation process at the Centre(s) and consolidate the master budget for the Centre(s) operations
- Manage the support services at the Centre
- Managing Fleet and logistics at the centre.

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 is an added advantage.
 - At least 3 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.
 - 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.
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- Ability to understand, interpret, explain and apply state laws regulating financial accounting, reporting and record keeping.
- Ability to develop and implement financial procedures and controls.
- 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.