



# OFFICE OF THE PRIME MINISTER

## DEVELOPMENT INITIATIVE FOR NORTHERN UGANDA (DINU)



### Position: Project Finance Accountant

Under the Development Initiative for Northern Uganda (DINU), a Government of Uganda programme supported by the European Union (EU) and supervised by Office of the Prime Minister, International Institute of Tropical Agriculture (IITA) received a grant to implement an action; Building resilience to enhance food and nutrition security, incomes and health in Northern Uganda.

The three-year grant action is being implemented by a consortium of partners in seven districts of Amolatar, Apac, Dokolo, Otuke and Kwanja in Lango sub-region, and Kapelebyong and Amuria in Teso sub-region.

IITA is one of the 15 Institutes of the CGIAR global research partnerships with headquarters in Ibadan Nigeria, and permanent offices in Namulonge, Kampala- Uganda. IITA is a not-for-profit International Research organization, governed by a Board of Trustees, and focuses on transforming African Agriculture through Agricultural Research for Development (R4D) as well as Partnership for Development (P4D).

IITA Uganda is seeking to recruit a qualified person, who must be Ugandan, to fill the vacancy of Project Finance Accountant for the DINU Project. The successful candidate will be based in both IITA Kampala - Naguru office and Dokolo and will report to the Project Manager. The position will be for an initial period of two years renewable subject to availability of funds and requirement for the position. The successful candidate will be expected to demonstrate levels of high performance throughout the implementation of the project lifetime and will be subjected to a period of six months' probation. Position responsibilities, core competences and Education qualifications, please ref to: [www.iita.org](http://www.iita.org) and click on jobs for details.

### Primary duties

- Oversee timely grant disbursement to partners, monitor accountability and ensure timely financial reporting in accordance with donor timelines
- Lead and manage the accounts and finance function of the project to ensure strict compliance to accounting guidelines
- Maintain, update and monitor IITA-DINU project budget and expenditures to ensure alignment to workplan
- In liaison with IITA Accountant in charge of project at HQ, review project expenditures and Finance report and advise IITA Management.
- Prepare monthly, quarterly and annual project financial reports in accordance with donor requirements
- Perform monthly cash & bank reconciliations and project cash flow projections
- Manage regular accounting processes like preparing cash journals, bookkeeping and ledger posting
- Collect, organize and maintain an accurate filing system for all project expenditures including supporting documentation
- Lead the project's internal audit done by the donor and or the organization
- Handle cash and treasury operations with supervision from the project manager
- Prepare office supplies requisitions and manage their delivery to the project team
- Maintain an attendance register, time sheets and manage project logistical requirements



- Support the procurement officer to manage the roster of all the materials and service of the project. S/he should Check and ensure that all service providers and or consultants are verified by the EU EDES system.

### Other duties

- Provide printed copies of necessary accounting documents, templates or forms e.g petty cash, accountability forms, time sheets etc
- In liaison with the procurement department, survey and maintain a list of possible hotels for accommodation and events in the implementation districts.
- Perform any other duties relevant to the finance and administrative office.

### Position requirements

- Master's degree in business administration or its equivalent with a major in Accounting and 5 years relevant working experience in a busy organization
- Must have experience in contracts and grants financial management of EU donor funding.
- Experience in basic project management is of an added advantage
- Possession of ACCA, CIMA, CPA is desirable.
- Knowledge of financial accounting and external audit
- Have excellent skills in preparation of financial information and statements and astute in preparation of financial management reports.
- Willingness and ability to travel and work from upcountry locations

### Skills Required

- Have good English communication skills (oral and written).
- Computer proficiency including MS Office, and financial information systems (Oracle)
- Ability to complete multiple tasks under pressure and meet deadlines
- Strong familiarity with EU funding compliance guidelines.

**Applications;** which must include covering letter, curriculum vitae, academic certificates, names and addresses of three referees should be addressed to: The Country Representative, IITA – Uganda. P.O. Box 7878, Kampala. OR hand delivered to plot 15 East Naguru Road, OR Sent by email: to [IITA-Uganda@cgiar.org](mailto:IITA-Uganda@cgiar.org)

*Please indicate the position applied for on the envelope or in the subject line of the email:*

**ONLY** shortlisted applicants shall be contacted.

Deadline for Application: 14<sup>th</sup> September 2020.

A member of the CGIAR Consortium

[www.iita.org](http://www.iita.org)

