



## **EMPLOYMENT OPPORTUNITY**

### **FINANCE OFFICER Finance and Administration Unit**

#### **Position Description**

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#### **ABOUT CEDO:**

Established in 1992, CEDO-Uganda is an indigenous child focused advocacy organization; promoting the rights of children to a healthy, secure and value adding child-hood. CEDO Uganda's vocation is to support vulnerable populations affected by poverty, poor health and social insecurity in East Africa, and to accompany them in building a better future. Our interventions seek to cover multiple aspects of development and human rights crises through a multidisciplinary approach which is adapted to each context. CEDO realizes its mission through a set of programs: (1) Education, (2) Social Security, (3) Livelihoods Security and, (4) Health. CEDO employs the rights based approach, integrating climate justice and gender in programming.

#### **JOB SUMMARY**

The Project Finance Officer shall be responsible for initiating the payment process. His/her duty shall be to receive supporting documents for payments including Memos, Activity Concept Notes, Supplier Invoices, Supplier Statements for Replenishment, and similar items. The job holder will also write payment requisitions and payment vouchers; Initiate online payments and also post the approved payments into the Quickbooks; ensuring compliance with organization and donor requirements.

#### **Duties and Responsibilities:**

1. **Receiving** approved Memos, Concept notes and invoices from project staffs, and review all the **payment requests for** eligibility and allocability before processing.

2. Update variance analysis schedule to avoid overspending and underspending of charged budget lines. In case of intentions to overspend, authorization **MUST** be sought prior to payment processing, with genuine reasons.
3. Write payment vouchers and Requisitions, attaching supporting documents on payment requisitions. These should be submitted to Finance Manager for review and on time.
4. Uploading all reviewed project payments immediately into the online payment system, and/ or writing a Cheque. All payment advances **MUST** be booked into the QuickBooks immediately.
5. Ensure project payroll management, including staff scheme contributions and payment of statutory deductions, is carried out with proficiency, approved and processed in a timely manner.
6. Filling of project accountabilities for easy retrieval and maintaining the records in well-marked book shelves in the accounts department.
7. Maintaining the project asset register, with regular verified hard copies printed and filed for reference.
8. Supporting the Finance Manager during preparation of –and the Audit processes; including in responding to audit quarries and other financial reports reviews raised by donors or donor representatives or the Board of Directors.
9. Providing pro-active advice to management to ensure optimal adherence to procurement and finance management procedures and policies.
10. Carrying out any other lawful duty allocated by a supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor’s degree in Business, Finance and Accounting, or related field.
- A minimum of 3 years’ experience in a similar role is an added advantage.
- Highly developed interpersonal and communication skills
- High level of integrity
- Wide usage of custom excel packages and Quickbooks accounting packages is a requirement
- Demonstrates CEDO’s core values of accountability, collaboration, integrity, ambition, and creativity.

## **HOW TO APPLY:**

The Successful applicant will be required to start on 15<sup>th</sup> January, 2025. Therefore, all suitably qualified candidates should send their applications including a cover letter, curriculum vitae, and copies of academic documents to:

**Director of Operations**

CEDO Uganda

18Km Bombo Road, Kigoogwa –Kiryamuli.

P.O. Box 16829, Kampala Uganda

Email: [hr.cedouganda@gmail.com](mailto:hr.cedouganda@gmail.com) clearly indicating the position applied for in the subject line of the e-mail. not later than Friday 10<sup>th</sup> January 2025, by 5:00pm. Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.

CEDO is an equal opportunity employer. Female Candidates are encouraged to apply.