Catholic Relief Services, Uganda Program

VACANCY ANNOUNCEMENT

Job Title: Finance Assistant
Department: Operations
Supervisor: Finance Officer
Grade: 4
Country/Location: CRS Uganda/ Moroto

About Catholic Relief Services:

Catholic Relief Services (CRS) is an international non-governmental organization (NGO) supporting relief and development work in over 100 countries around the world. CRS carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. CRS’ Catholic identity is at the heart of our mission and operations, serving people on the basis of need, regardless of creed, ethnicity or nationality. CRS works through local church and non-church partners to implement its programs.

CRS has worked in Uganda since 1965, initially providing emergency assistance to Sudanese refugees living in the north. Over the years, CRS has expanded its programming to also address development needs in western, central, and eastern Uganda. CRS’ projects in Uganda currently include agriculture, health, microfinance, peacebuilding, and youth. CRS Uganda implements its programs through partnerships with local organizations, including the Catholic Church, other faith-based organizations and community entities for maximum impact and sustainability. CRS Uganda employs around 190 staff and has its main office in Kampala, with sub-offices in Moroto, Yumbe, and Hoima. With our more than 30 partners, we served over 1.2m Ugandans in 2020.

Job Summary:

You will efficiently provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering services that support high-quality programs serving the poor and vulnerable. As part of the finance team, you will deliver quality support in your role, applying clearly defined accounting and financial reporting processes, procedures and service standards.

Job Roles and Responsibilities:

- Complete standard financial documents (Journal vouchers, generation of insight invoices, debt notes, wire transfer requests, checks, etc.) following a sample template with prescribed guidelines and circulate as needed.
- Audit staff travel advances and liquidation before they are finally posted in the system or paid.
- From time to time carry out scheduled and surprise cash count before replenishment.
- Provide administrative and clerical support to financial transactions processing. Prepare, type, photocopy, and scan related documentation. File accounting returns e.g., WHT, PAYE and financial reporting documentation as instructed.
- Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions. Communicate with staff, partners, suppliers to follow up on required documents.
- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Keep custody of various documents (e.g., blank/undelivered checks, paid stamp, etc.).
Typical Background, Experience & Requirements:

Education and Experience:
- High School Diploma required. Professional Diploma/Certificate or courses in Accounting, Finance, Economics, or Business Administration a plus.
- Minimum of two years’ work experience in a similar role with some familiarity of standard accounting practices. Experience with an international organization a plus.
- Experience using MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms.

Knowledge, Skills and Abilities:
- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results oriented. Able to meet deadlines.
- Strong customer service ethic and abilities. Ability to work collaboratively.

Required/Desired Foreign Language  English

Travel Required: None.

Work Conditions/Environment Conditions: Normal office presence position

Key Working Relationships:
Supervisory: None
Internal: Country Representative, Head of Operations, Program Staff, Finance staff, Admin Staff.
External: Vendors, Partners, Bankers, Statutory Bodies and Auditors.

Agency-Wide Competencies (for all CRS staff)
These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.
- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

DISCLAIMER CLAUSE:
This job description is not an exhaustive list of skills, effort, duties and responsibilities associated with the position.

Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS’ processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation

By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.
NOTE: To apply, please follow these instructions exactly otherwise your application will NOT be considered:

- Email a cover letter and CV only to ug_recruitment@crs.org by December 16th, 2021 at 5:00pm.
- Large files and/or scans of documents will lead to rejection of your application, in the subject line of the email, copy and paste – FINANCEASSISTANTMOROTO only
- All applications that do not contain this exact subject line will be rejected and not read

ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED. EOE/M/F/D/V