



ROOTS OF THE NILE

<b>Position</b>	Finance and Administration Officer
<b>Company</b>	<u>Roots of the Nile Limited</u> is a social enterprise producing organic moringa products in northern Uganda.
<b>Role</b>	Facilitate and improve the financial practices and procedures within the company. Ensure organization adherence to financial regulations and legislations. Coordinate and execute financial transactions and activities. Assist in the audit process.
<b>Report to</b>	Business Manager
<b>Job location</b>	Gulu District
<b>Starting date</b>	July 2020
<b>Main tasks - Finances</b>	<ul style="list-style-type: none"> <li>- Prepare bank deposits and process transactions, including but not limited to management of receipts, payment, coordination of procurement services</li> <li>- Issue invoices to customers based on goods sold and track all accounts receivables to ensure that debts are recovered in time</li> <li>- Validate invoices against items or services received</li> <li>- Review employee expenses and make reimbursements</li> <li>- Assure adherence to budget for specific activities and business needs</li> <li>- Ensure internal control mechanisms, as well as implement and adhere to the company's financial procedures and policies</li> <li>- Maintain proper records for all transactions and books of accounts</li> <li>- Analyze financial information for trends and errors</li> <li>- Produce accurate useful and timely reports for budget holders and assist in the presentation of these reports</li> <li>- Assist in the audit process by providing information and data as requested</li> <li>- Advice on all financial matters in the company</li> <li>- Communicate and cooperate with accounting company supporting Roots of the Nile</li> </ul>
<b>Main tasks - Administration and HR</b>	<ul style="list-style-type: none"> <li>- Support recruitments, keep up to date records of employees, and review payrolls</li> <li>- Develop strong organizational systems</li> <li>- Create and check organized records and a filing system</li> <li>- Ensure transport of the staff e.g. control vehicle/ motorcycles logbooks</li> <li>- Manage office supplies stock</li> <li>- Assist in procurements of company equipment according to guidelines</li> <li>- Prepare basic contracts</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>- Bachelor's Degree in business administration or a related field; including accounting</li> <li>- Proven track record of at least two years of experience in finance and administration</li> <li>- Knowledge and experience with accounting systems (Quickbooks, etc.), spread sheet and accounting software</li> <li>- Knowledge of General Accepted Accounting Principles (GAAP)</li> <li>- Administrative and organizational skills</li> <li>- Ability to detect inconsistencies in recording and pay attention to details</li> <li>- Good Communication skills</li> <li>- Ability to work with minimum supervision</li> <li>- Ability to write and speak English and Luo fluently</li> <li>- Knowledgeable in basic computer applications i.e. Microsoft (Word, Excel)</li> </ul>
<b>Application procedure</b>	Deadline for all submissions is <u>23.59, 14.06.2020</u> . Send your CV and cover letter with 3 work related referees ONLY by e-mail to <a href="mailto:richardakeraopiyo@gmail.com">richardakeraopiyo@gmail.com</a> , please use your name and the position you are applying for as the subject of your email. While we thank all applicants for their interest, only those selected for interviews will be contacted.