**Vacancy Announcement**

**Job Title:** **Finance and Administration Associate**

**Organisation: Akina Mama Wa Afrika**

**Department: Finance and Administration**

**Reports to: Senior Finance Officer**

**Contract Terms: Full Time**

**Duty Station: Kampala, Uganda**

Akina Mama wa Afrika (AMwA) is a feminist Pan-African leadership development organization founded in 1985 and headquartered in Kampala, Uganda. AMwA’s mission is to build feminist leadership and collective power to deconstruct intersectional systems of oppression to advance gender and social justice. The organization’s work is rooted in feminist principles and beliefs guided by the Charter of Feminist Principles for African Feminists which define our leadership development program and movement building activities. Our thematic areas of focus include; Women’s Political Leadership, Sexual and Reproductive Health and Rights, and Economic Justice and Climate Action. AMwA’s work is advanced through feminist and transformational leadership development, feminist research and knowledge building, and policy influence and movement building. While the organization’s footprint can be traced across Africa, our current countries of focus are Uganda, Kenya, Rwanda, Ethiopia, Zambia, Sudan and Tunisia.

**Role Summary:**

The Finance and Administration Associate will support day-to-day transactions, including handling of invoices, expenses, receivables, payables as well offer day to day administrative support to the team.

**Duties and Responsibilities:**

***Preparation of payments in compliance with established policies***

* Reviews payment requisitions and accountabilities to ensure correctness, proper attached supporting documentations and writing of payment vouchers for onward processing.
* Posts day to day transactions and journal entries into QuickBooks accounting software in relation to Petty cash, Mobile money payments, receivables and payables.
* Prepares and issues documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements
* Assist Finance Officers to check all staff accountabilities and claims or refunds and provide timely feedback from the review.
* Maintains all financial files of all prepayments, accruals and related accounts are properly maintained
* Ensures all statutory including filing, submission and payments on timely manner
* Reviews payment requisitions and accountabilities of implementing partners to ensure correctness and proper attached supporting documentations.
* Provide administrative support in relation to all bank accounts; provide documentation relating to payment whenever requested by stakeholders, make bank deposits, ensure clearance of payments.
* Prepare weekly payments runs in accordance with the agreed timetable and financial control procedures and ensuring correct coding of all costs.
* Reconciliation of vendor ledgers and provide feedback to the respective vendors on the invoices paid. Generate Withholding Tax certificates and share with the respective vendors

***Filing and record keeping***

* Files financial documents on a weekly basis
* Maintains up to date records of all financial information
* Assists in carrying out any stock taking and fixed assets verification exercise as may be requested

***Mobile Money Payments and Petty Cash Management***

* Administers and processes all Petty Cash transactions within the parameters of AMwA policies and procedures
* Maintains the Petty Cash float and prepares Reimbursement Claims as at when need arises.
* Management of all Mobile money accounts by ensuring transfers and timely payments on the accounts.
* Perform monthly and weekly reconciliations to ensure all accounts are up to date.
* Receives, issue receipts and deposits all cheques collected from external and internal clients

***Administrative support***

* Provide logistical and administrative support for meetings, or external stakeholder engagements. This may include, but is not limited to making hotel reservations, booking flights, ordering and ensuring the delivery of meeting/workshop materials.
* Assist in procurement related activities and ensure adherence of procurement guidelines
* Assist in management of travel plan; periodic travel planning by the program team, make consolidate organizational monthly & quarterly travel plan in alignment to travel policy.
* Keep track of finance and administration departmental meetings, coordinate the meetings, take minutes and follow up on action plans ahead of next meeting.
* Prepare communications such as memos, emails, invoices, reports and other correspondence as guided by Management.
* Support finance officers in ensuring timely statutory compliance.

***Donor reporting***

* Keep track of donor reporting timelines and support Finance Officers to ensure timely donor reporting.
* Offer Financial Management of special projects that are allocated to Finance Assistant by Head of Finance and Administration.
* Bank reconciliations of projects under control
* Ensure proper recording and acknowledgement of funds received.

***Audits***

* Work closely with the team in preparation for periodical financial audits.
* Supports to the needs of internal and external auditors and implement recommendations in line with the AMwA Financial Management Policy
* Supports in the preparation of audit schedules as per checklist made available and any other pertinent supporting analysis. reports and other relevant schedules for internal and external auditors
* Supports in preparation of ad hoc reports as per requests, facilitate Finance units audit processes.

**Qualifications, Experience and Personal Qualities:**

* Bachelor’s degree in finance, accounting, business administration, commerce, statistics, economics or related field.
* Familiar with multi donor projects and donor regulations.
* Excellent financial and computer skills
* Demonstrated expertise performing book-keeping functions using QuickBooks.
* Should have demonstrable experience of at least 2 years preferably working with a Non-Governmental Organization.
* Proven interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-interest, multi-ethnic environment
* Professional style characterized by accountability, integrity and transparency
* Good understanding of and deep commitment to feminism, social justice, and human rights issues facing women and girls worldwide.
* A high level of self-awareness, sound judgement, self-care, passion and flexibility
* Willing to travel frequently within Africa and beyond.

**How to Apply**

Candidates who meet the above specifications are requested to send their applications via email; addressed to the Head of Finance and Administration at; [recruit@akinamamawaafrika.org](mailto:recruit@akinamamawaafrika.org). The subject line of the email should state: **Finance and Administration Associate.** A Curriculum Vitae with the contacts of three professional referees and copies of your academic documents should be included and submitted by **12th February, 2023.**

# Young feminist women, nonbinary and transgender persons, as well as people with disabilities are encouraged to apply.

# **Only shortlisted applicants will be contacted.**