



Job Opportunity at Buliisa Initiative for Rural Development Organisation (BIRUDO)

Start Date Feb 13TH, 2013

End Date Feb 25th, 2013 at 5PM

Applications are invited from suitably qualified Ugandans to fill the vacant post currently available in Buliisa Initiative for Rural Development Organisation (BIRUDO). Females are encouraged to apply.

Hand written applications in English should be submitted to the Office of the Executive Director, P.O. Box 534, Masindi to be received not later than Monday 25th February, 2013 at 5:00p.m. You are required to deliver your application by hand at BIRUDO office in Buliisa Town Council on Paraa Road, Opposite Stanbic Bank – Buliisa Branch or send by Email to birudoug@gmail.com. For more details contact Tel. +256 772 994 527.

Applicants should attach photocopies of their academic certificates and testimonials, CV plus three (3) recent passport photographs to their application forms. Please provide three (3) referees with their contacts both daytime telephone number and email (if applicable).

Only shortlisted applicants will be called on 26th February, 2013 to attend interviews on 28th Feb. 2013 at BIRUDO Office. After interviews applicants who shall not hear from the Executive Director within a period of one week should consider themselves unsuccessful.

Job Title: Accounts Assistant

Number of Position: One (1)

Salary: Attractive

Reports to: Finance and Administration Officer

Job Purpose: Performs routine and repetitive clerical accounting and book keeping duties following the BIRUDO established financial procedures.

Key Functions:

- Provide technical support in maintenance of books of accounts.
- Write payment vouchers with supporting documentation.
- Prepare NSSF, Pay As You Earn and withholding tax schedules and to deliver them to authorized offices and to the bank(s) for effecting the relevant payments.
- Assist in keeping all primary books of accounts up to date and other project documents.
- Make monthly bank reconciliation for all the accounts.
- Perform the duties of Cashier and post petty cash book.
- Maintain the cheques register and to issue out Cheques.

- Ensure that all Cheques collected are signed for by payee/ recipients.
- Perform related duties as and when assigned by the relevant authority.

Other Duties:

- Maintains and makes necessary adjustments to various records and/or logs such as journals, payroll/ timely reports, or property records.
- Verifies amounts and codes on various forms for accuracy.
- Sorts documents and posts debits/credits to proper account. Balances entries and makes necessary corrections.
- Verifies statement items and totals with department records.
- Reconciles simple bank statements or department records.
- Makes and checks necessary calculations.
- Answers inquiries regarding work being performed.
- Prepares forms or encodes materials for data input.
- Prepares or checks invoices, requisitions and other documents for processing; encodes and obtains approval when necessary.
- Compiles routine numerical information for report purposes by hand or by running routine recurring reports on internal computer records.

Personal Specifications:

i) Qualifications

Diploma in Business Studies with full Professional qualifications in Accounting from a recognized Institution. Computer knowledge with Accounting spreadsheet package is a must.

(ii) Experience

At least 1 years working experience in relevant field in a reputable Organization.

(iii) Competencies

- Financial management mostly donor fund
- Planning, Organizing and Coordinating
- Information Technology
- Coaching and mentoring
- Accountability
- Ethics and integrity
- Concern for quality and standards