

## Finance Associate

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Company: Living Goods

Location: Kampala

Category: office-and-administrative-support

**Role:** Finance Associate.

**Reporting to** Senior Accountant – Operations .

**Location:** Kampala - Uganda.

### About Us

Our Strategy for delivering high-quality, cost-effective community health through and with digitally empowered, equipped, supplied, supervised, and compensated CHWs requires that we continuously re-invent the way we work. Innovating incessantly and with swift responsiveness to global trends is a critical success factor for building a thriving and sustainable LG of today and tomorrow.

Over the last four years, Living Goods has become a more complex organization with multiple implementation modes, exciting opportunities in new countries, and new partnerships in existing countries. Furthermore, while we have delivered some strong work in technology over the last couple of years, we now need to go the extra mile beyond technology and ensure a much greater emphasis on government partnerships in the broader digital health space. We can only do this by building a great place to work where our teams thrive, grow, and deliver extraordinary results.

### Purpose of role:

Responsible for processing all submitted financial requests; making judgements in accordance to

set policies & procedures: ensuring accurate capture of information as per set dimensions.  
In charge of financial document filing & storage and managing company Petty Cash.  
Handling both HQ & Branch Petty Cash replenishment reports and reconciliations; and attending to Petty Cash surprise counts.

**Key Responsibilities:**

**Payment Processing:**

Work on all submitted requisitions ensuring correct dimensional posting, and sufficient support documents attached.

**Treasury Management:**

Manage HQ Petty Cash payouts & reconciliations; adhering to set imprest systems.  
Review & reconcile submitted Branch Petty Cash Reports including monthly cash counts.  
Attend to HQ surprise cash counts.

**Audit & Compliance:**

Source audit sampled documents from the files. Ensure applicable tax deductions and approved policy rates used on processed requisitions.

**Documentation Management:**

Prepare transactional vouchers, ensuring proper coding & filing of these plus relevant support documents. Maintain proper filing for any other financial documentations received.

**Modular Report Extractions:**

Extract & share reports on; payables, petty cash, etc.

**Qualifications & Experience Required**

**Qualifications:**

Bachelor's in Finance and Accounting or a related field.

**Professional Qualifications / Membership in professional bodies**

Additional certification (e.g. CPA/ ACCA) is a plus but not a requirement.

**Experience:**

4 to 6 years of working experience.

## **Competencies & Attributes:**

Interpersonal Skills.

Administrative skills.

Communication Skills.

Team leader/player.

Computer usage – good with spreadsheets (Accounting software).

Confidentiality & Integral traits.

Multi-tasker & meeting deadlines.

Accounting bookkeeping skills.

Resourceful, Flexible and pays attention to details.

Bilingual in French is a plus.

## **Decision making & Accountability:**

Manage Petty Cash pay-outs and analysis of the branch Petty Cash reports.

Initial Review of Requisitions & modifications where necessary; advising users where corrections are required.

Give clarity on policy requirements like guidance on travel & per diem rates.

**Living Goods is an equal-opportunity employer and will consider every qualified applicant for employment. Living Goods does not discriminate based on race, ethnicity, national origin, ancestry, religion, gender, sexual orientation, or disability.**

**Our current job openings are displayed on our website, where you can search for open positions and apply directly. Living Goods does not offer any positions without an interview and never asks candidates for money. If you are asked for money, we strongly recommend that you do not respond and do not send money or personal information.**

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