

## Project Accountant

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Company: Fuzu

Location: Kampala

Category: business-and-financial-operations

### Job Summary

Contract Type:

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The Project Accountant will assist the Financial Management Specialist to carry out financial management (FM) work in respect to GROW Project implementation. S/He will assist in management and monitoring of all the financial activities of the project in line with the international and the Government of Uganda (GoU) financial regulations.

### Requirements

a) Applicants should possess an honors degree in Accounting or Finance, Commerce, Business Administration ALL with a major in accounts.

b) A Professional Qualification in Accountancy (e.g CPA, ACCA) and Member of the Institute of Certified Public Accountants of Uganda (ICPAU).

### Responsibilities

- i. Process payments to service providers and remit statutory deduction to relevant authorities in accordance with operating guidelines.
- ii. Prepare schedule of payments approved by the Financial Management Specialist (FMS) indicating period taken to complete payment process.
- iii. Perform monthly bank reconciliation and prepare reconciliation statements for review by the FMS.

- iv. Prepare staff payroll and statutory deductions for remittance to the relevant authorities
- v. Monitor the project budgets, expenditures and costs and ensure control over project funds use.
- vi. Carry out analysis of payment requests and reconcile them with approved documentation including Local Purchase Orders (LPO) and contracts.
- vii. Process and post payment invoices into financial management system in line with approved work-plans.
- viii. Generate summary of LPO in the financial management system on monthly basis, prepare reports on outstanding payments / obligations and extract periodic commitment control Reports.
- ix. Update expenditure control cards for contractual payments and ensure no contract overruns.
- x. Review reimbursement claims submitted by beneficiaries and project implementation unit and process payment in compliance with operational and financial procedures.
- xi. Reviewing expenditure accountability documentation for completeness, adequacy and compliance with financial and operational guidelines.
- xii. Perform monthly bank reconciliation and prepare reconciliation statements for review and approval.
- xiii. Participate in preparation of periodic progress management reports in accordance with GoU and World Bank guidelines.
- xiv. Support preparation of annual statutory financial reports and accounts.
- xv. Participate in assets verification and stock taking exercises and update the project assets

register and stores records as appropriate

xvi. Any other duties as will be assigned from time to time.

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