



GARD

Grassroots Alliance for Rural Development

changing lives, creating opportunities

VACANCY ANNOUNCEMENT

Job position:	Finance & Administration Assistant:
Direct reports to:	Head of Finance and Administration
Closely Work With	Program Dept; Communication & IT Dept; Monitoring Evaluation and Learning Dept, and Finance and Administration Dept.
Scope and job Location:	GARD Kotido Head Office: (with frequent travels to other field offices).
Contract Type/Details:	Fixed term – 12 months with the possibility of extension subject to availability of funds
Salary and benefits:	Competitive salary and benefits packages.
Working Hours:	Full time. (40 hrs a week).

About GARD:

Grassroots Alliance for Rural Development (GARD) is an independent not-for profit organization established and registered with the Uganda NGO Bureau in April 2019. Our vision is *empowered and resilient communities*, with the mission statement of *a platform for building resilience and sustainable wellbeing*. GARD works in a non-discriminatory and non-partisan way, with its head office in Kotido Municipality and three field offices in Amudat, Kaabong and Napak districts, Karamoja Uganda. GARD is one of the leading rural based technical, innovative organization working the most vulnerable and marginalized rural communities to address the social, economic, environmental, and political issues in the areas of (i). Sustainable Livelihoods/food security, nutrition climate, and environment; (ii). Youth, women skilling and gender empowerment; (iii). Governance, peacebuilding, and Human Rights; and (iv). Institutional strengthening and development.

Currently GARD manages multi-sectoral programs that supports rural communities, women, youth, and men to rebuild their livelihoods and achieve resilience in Karamoja region. Due to expansion in scope of our programming, we are now seeking the service of Finance & Administration Assistant to increase our professional staff base with technically gifted and dynamic individuals willing to share in our vision and join the team in the following role (s).

Job Summary:

The Finance and Administration Assistant will provide support to the Head of Finance and Administration Officer in the implementation of internal controls at various levels of financial transactions flow in the overall financial accounting process in accordance with GARD generally accepted accounting principles and accounting and financial guidelines. S/he will be responsible for office administration, procurement, payments, reporting, logistics, fleet management and ensuring compliance with the organization and donor requirements.

Major roles & responsibilities:

I. Finance Support:

- Preparing weekly Petty cash reconciliation and cash counts as per GARD Policies and guidelines.



- Recording all Cash and bank transactions for daily tracking and monitoring of cash movement and balances.
- Maintaining advance register for the office, tracking, and making instant follow ups on outstanding staff advances in compliance with GARD advance policy.
- Assist HoFA in preparing monthly Funds Request and ensuring sufficient cash is available for the office.
- Participate in annual budget preparation, monthly Budget Variance Analysis and ensure that action points are implemented accordingly.
- Receive, check the eligibility of invoices presented in payment, identifying mistakes and missing documentation to be completed in compliance with GARD procurement procedures and budget monitoring.
- Accurately prepare the necessary documents, compile source documents, and submit complete documentation to the Finance Assistant daily for postings of all the paid transactions in the cash book.
- Check the justification of operational advances before making payment and ensure of the settlement in a reasonable time.
- Track cash advances and ensure no outstanding advance for over a period of a month.
- Ensure monthly scanning of the accounting documents and save them on finance drive.
- Update monthly the scan report and share it with the HoFA.
- Ensure that the withholding taxes is well calculated, recorded in the cash book and paid at monthly basis.
- Participate in audits preparation/execution (compilation of audit requirements)
- Implement financial policies and procedures in accordance with GARD Operational Handbook.
- Makes all payments, process approved payments of supplier / service provider invoices based on complete documentation for bank and cash.
- Makes/ responsible for all field cash transactions, physically makes payments in the field /or follow up closely on proper accountabilities for all field cash expenditures.
- Establish the cash requirements, and maintain adequate cash levels and related cash controls, safe custody of safe keys.
- Responsible for banking activities and ensure custody of available funds.
- Maintain financial files (physical and soft copies) and records according to GARD Operations handbook.

II. Administration Roles

- Manage the front desk and ensure that all the office callers are well attended to.
- Support in all the administrative and clerical duties as pertain to the office and respond to inquiries.
- Ensures cleanliness and decorum of the office premises and surrounding.
- Monitor and control the utilization of office consumables and stationery.
- Maintain an up-to-date Inventory / Asset register and ensure that all assets are engraved properly and well maintained.
- Ensures office equipment and premises are in a usable condition.
- Support Human Resource and Admin officer in HR aspects including payroll updates, leave tracking, travel and orientation planning at field level.
- Support Human Resource and Admin Officer in ensuring staff are familiar with GARD complaints mechanism.
- Support in the Management, Supervision, and capacity building for staffs such as the cleaners, drivers, Janitor, and other support staff as may be required.
- Ensure that staff upholds the GARD's Code of Conduct.
- Support in recruitment process of community Based Incentive workers and Volunteers.



III. Procurement & Logistics Support:

- Assist in picking of invoices and purchasing of approved office items.
- Manage the procurement of office stationery, sundries and other office and program supplies.
- Supervise the vendors providing meals for staff, meetings, and conferences.
- Ensure orderly and effective store management and prepare quarterly stock reconciliation reports.
- Manage the movement of Office items and assets, including motor vehicles.
- Ensure that all office facilities and equipment are in good working state.
- Organize logistical support for office staff for field activities.
- Prepare monthly fuel consumption reports and management of vehicles and motorcycles records.

IV. Information Documentation and Storage.

- Design appropriate chart of files and ensure effective filing and information management for Administrative and Finance documents.
- Keep inventory of all regular service providers of the organization.
- Circulate reports and communications to respective destination as may be required.
- Keep record of all incoming and outgoing mails and remittances.
- Attend to any other duties as may be assigned by the Supervisors from time to time.

V. Qualifications, experience & competencies.

- A Diploma in Business Administration, Accounting, or a related field from a recognized Institution.
- At least three years of work experience in Finance, Accounts and Administration function in an NGO setting is preferred.
- Demonstrated ability in organizing and procurement, managing stores, front desk, and secretarial work.
- Demonstrated experience in human relations is required.
- Ability to work closely and effectively in a team to achieve work priorities and objectives.
- Enthusiasm as a team player, who is flexible, always ready to take on new challenges and drives for results in a dynamic environment.
- Ability to plan, organize, prioritize, and deliver under pressure.
- A Good Knowledge of Microsoft Office (Excel, Word, Etc.) is considerable.
- Languages: Excellent Communication skills in English required.

Skills and abilities

- Excellent communication skills - written and oral.
- Good report-writing skills with excellent written and spoken English.
- Skills in participatory approaches to programming, and community engagement.
- Demonstrable interpersonal and team working skills; and the ability to work closely with local partners and community members.
- Ability to relate sensitively to diverse groups.
- Self-driven and able to deliver results with minimum supervision.
- Flexibility in traveling and working in challenging situations with unpredictable working hours.
- Advanced computer skills in MS Office programs, particularly Excel is a MUST and other accounting software experience preferably QuickBooks.
- Good knowledge of financial management and accounting.



- Strong analytical skills including attention to details are essential.
- Experience working with non-governmental and community-based organizations.
- Must be highly reliable and independent, able to work with minimal supervision under pressure.
- A good understanding, appreciation, and adherence to child protection issues/ policies.

Personal qualities Skills and conducts

- Commitment to and compliance with GARD's safeguarding principles, vision, mission, and values.
- **Transparency and Accountability:** Holds self-accountable for making decisions, managing resources efficiently and transparently, achieving and role modelling GARD's values.
- **Integrity:** Strong sense of integrity, Honesty, openness, builds trust and confidence
- **Ambition:** Sets ambitious and challenging goals for himself and team, takes responsibility for their own personal development and encourages their team to do the same
- **Collaboration:** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues and external partners and stake holders
- **Creativity and innovation:** Develops and encourages new and innovative solutions.
- Self-driven and able to deliver results with minimum supervision.
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work.
- Commitment to own continuing personal and professional development.

Application process

Interested applicant should send their application to info@gardug.org with a cover letter and an updated CV detailing your experience and qualifications, as well as copies of your academic qualifications in relation to the role with the subject line 'Application: Finance and Administration Assistant'. Including contacts of three professional referees (two must be 2 professional references and 1 being your supervisor from the most recent/previous employer).

Deadline for applications: **FRIDAY, 24th JANUARY 2025 at MID-DAY.**

NOTE that this position will be recruited as soon as possible, CANDIDATES are encouraged to submit as early as possible.

While GARD will keep CVs of potential Candidates in the roster for future engagements, we highly regret that **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Safer recruitment

GARD is an equal opportunity employer and seeks to employ and assign the best qualified talents. We are committed to achieving workforce diversity in terms of gender, ethnicity, and culture.

GARD is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of young people, and adults. GARD expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include rigorous reference and background checks.

Disclaimer: We do not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. Any form of canvassing will lead to automatic disqualification of the candidate.

