
Title: Finance Officer

Reporting to: Finance Manager

Duty Station: Head Office - Kampala

Term: One year (renewal)

About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socioeconomic background deserves an opportunity of an excellent education. Our mission is to build a movement of diverse and capable leaders who will work to end education inequity in our country. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to transforming the education outcomes of less-privileged children through significantly improving their achievements and aspirations in a 2-year teaching fellowship.

As a young, non-profit organization working towards achieving an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self driven, honest, a strategic thinker, detail oriented and has a knack for numbers to add to our dynamic team and help fulfill our mission.

Position overview

Teach For Uganda's success depends on setting up good finance and accounting systems. Under the direction of the Finance Manager, the Finance Officer will be responsible for assisting the Team in the day-to-day accounting operations, in according with Teach For Uganda's policies and procedures, and Generally Accepted Accounting Principles.

Performance objectives

Financial Management (70%)

- Assist in implementation of finance and administration policies, procedures, and systems at TFU
- Prepare bank accounts reconciliation on a monthly basis
- Preparation of monthly cash projections for submission, under the direction of the Finance Manager



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- Review payment vouchers ensuring they are inline with TFU Policies and procedures, and donor requirements
 - Prepare journal vouchers in accordance with TFU Policies and procedures, and Generally Accepted Accounting Principles
 - File duly approved finance forms and vouchers as per TFU reference system
 - Make mobile money payments via the Flexipay system, update payment beneficiaries and share payment reports
 - Verify staff activity advances and ensure all advances are accounted for timeously and have the requisite support documents as per their respective requisitions
 - Perform petty cash counts and reconciliations on a monthly basis
 - Manage end of period (monthly/quarterly/annual) processes to ensure timely reporting
 - Provide support to the external audit process by providing information and explanations requested by the auditors.
 - Carry out other duties as assigned by the supervisor.

Statutory and regulatory compliance (15%)

- Submission of tax returns (PAYE, Income tax, Withholding tax and Local Service Tax) by their respective deadlines
- Submission of NSSF returns by the deadline
- Submission of NGO Buerau and URSB returns by their respective deadlines
- Be point of contact with the Financial Intelliegence authority and submit returns as per the FIA Act.

Grant Management(15%)

- Work with Finance Manager to assist program staff to prepare grant budgets to support new proposals
- Prepare budget monitoring reports for the different grants and projects and share them with the respective budget holders
- Advise budget holders on budgetary implications of current spending trends and planned activities, and identify opportunities to mitigate overspending
- Prepare grant finance reports as per donor requirements

Education and Experience

- The ideal candidate must hold at least a Bachelor's Degree in Accounting, Finance, Commerce, or a finance related field from a reputable institution;
- Atleast Level 2 ACCA/CPA qualification



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- At least one year of professional experience in accounting/finance at a reputable organisation
 - Hands-on experience in operating spreadsheets
 - Experience operating QuickBooks is an added advantage
 - Data entry skills along with a knack for numbers

Key Competencies

- Must embody our core values
- Excellent written and verbal communication skills
- High degree of accuracy and attention to detail
- Planning and organizing
- Strategic thinking
- Problem identification and analysis
- Judgment and problem-solving
- Teamwork

Values and Mindsets

- Strong belief in Teach For Uganda's vision and mission
- **Children first**; we put children at the center of everything we do and we work tirelessly to provide for them meaningful experiences that allow them to realize their fullest potential.
- **Sense of possibility**; we believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.
- **Constantly learning**; it's only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly search for new knowledge from books, research and articles to deepen our understanding and bring innovation to various aspects of our work.
- **Humility and respect**; we treat each other with dignity and respect, appreciate each other's strengths, perceptions and experiences and acknowledge our own limitations. We value our relationship with communities, leaders, schools and parents and constantly engage them to advance our work of providing an excellent education to all children.



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- **Teamwork;** we support and challenge one another, work co-operatively with enthusiasm and appreciation, respect each other's views and make our work environment fun and enjoyable.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. not later than **June 25, 2023**. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org