

**Title:** Finance Volunteer

**Reporting to:** Finance Manager

**Duty Station:** Head Office

**Term:** 3 months

### 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 volunteer 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

- Do bank accounts reconciliation on a monthly basis
- Prepare journal vouchers
- File finance 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
- Petty cash counts and reconciliation
- Draft PAYE and Withholding tax returns
- Draft NSSF returns

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- Data entry in QuickBooks accounting system
  - Carry out other duties as assigned by the supervisor.

### 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;
- Hands-on experience in operating spreadsheets
- Experience or willingness to learn operating QuickBooks
- 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

- Put **Children First** at the center of everything you do.
- Possess a **Sense of Responsibility** and invest above and beyond what's expected of you
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**
- Have the zeal to **Pursue Excellence**.

### How to Apply:

Please email your resume with 3 professional referees, and a one-page cover letter to [jobs@teachforuganda.org](mailto:jobs@teachforuganda.org). Please indicate the position applied for in the subject line of your email by **28<sup>th</sup> March, 2023**. 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](http://www.teachforuganda.org). Female candidates are encouraged to apply.