

Job Title: Finance Assistant

Reports to: Field Program Manager

Location: Kampala, Uganda

Terms: Full Time

Salary/rate: Competitive

Number: 1 position

Project overview:

Bulamu Healthcare International is a member of the Jhpiego led consortium implementing a five-year Urban Health Activity in Kampala, Mukono and Wakiso with funding from the United States Agency for International Development (USAID). The Activity aims to strengthen urban health systems and improve equitable health outcomes among all urban dwellers by working with districts, municipalities, and the Kampala Capital City Authority to provide quality primary healthcare services. It also focuses on optimizing available resources and enhancing private sector capacity to ensure sustainable improvements in health outcomes and a more resilient urban healthcare system. The Activity will address poor quality of care, congestion in public health facilities, uncoordinated referral system, weak community and surveillance structures, limited private sector capacity, and gaps in enabling environment results in poor health outcomes. The project's key expected results include the following: improved access to and use of quality, maternal, newborn and child health (MNCH), family planning/reproductive health (FP/RH), nutrition, and malaria services and improved disease outbreak response.

Job Summary

As a finance assistant, your role would be to support the financial operations of an organization. Overall, your role as a finance assistant would be to ensure the smooth and accurate processing of financial transactions and to provide support to the finance team as needed.

Summary of the typical responsibilities and duties:

- Financial Data Entry: Record financial transactions, including income and expenses, into accounting software or spreadsheets.
- Invoice Processing: Generate and process invoices for payment, ensuring accuracy and timeliness.
- Expense Reimbursement; Process employee expense reports and ensure compliance with company policies.
- Bank Reconciliation; Reconcile bank statements with the organization's financial records to ensure accuracy.
- Financial Reporting; Assist in preparing financial reports, such as balance sheets, profit and loss statements, and cash flow statements.

- Budget Monitoring; Help monitor departmental budgets and prepare reports comparing actual expenses to budgeted amounts.
- Assisting with Audits; Provide support during internal and external audits by preparing documentation and answering queries.
- General Administrative Support: Assist with general administrative tasks, such as filing, data entry, and maintaining financial records.

Qualities:

- Good knowledge of accounting and bookkeeping procedures.
- Dynamic problem-solving skills.
- Familiarity with accounting software.
- Amazing time management skills.
- Ability to work independently and on a team.
- Incredible attention to detail to catch errors.

Qualifications:

- Bachelors in accounting and finance with 3 years' experience in an NGO setting
- Financial management and experience in a USAID funded project is preferred
- Experience in various accounting systems is a plus

Job Application procedure:

Suitably qualified and interested candidates should send their cover letter and CV through email: admin@bulamuhealthcare.org. **Please visit our website:** www.bulamuhealthcare.org for detailed Job Descriptions.

Deadline for applications: January 10, 2025. **Only successful candidates will be contacted**

Note: Bulamu Healthcare is an equal opportunity employer. Any attempt of influencing the recruitment process will lead to automatic disqualification. The public is further strongly advised to avoid fraudsters masquerading to be recruiting on Bulamu Healthcare's behalf using WhatsApp and other unofficial means of communication.