



Employment Opportunity

Background:

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

IDI wishes to recruit a motivated and competent individual to fill the vacancy below:

Job Title: Locum Accounts Assistant
Vacancy Code: LAA X003
Classification: Short Term
Reports to: Accountant
Duty Station: Kampala

Position: Accounts Assistant

Reports to: Accountant

Classification: Full time staff

General Summary: The Accounts Assistant is responsible for timely and accurate processing of transactions; accounts payable management; classifying, recording and reconciling transactions in NAV Microsoft Dynamics.

Responsibilities and Duties:**1.0 Financial processes**

- 1.1 Assists the Accountant to ensure that payments are processed on time. Completes weekly journals for posting.
- 1.2 Files statutory returns on time.
- 1.3 Verifies the accuracy and authenticity of accountabilities. Identifies appropriate general ledger codes for expensing accountabilities in NAV. Correctly apportions approved shared costs to different projects.
- 1.4 Assists the Accountant in the preparation of monthly bank and/or mobile money reconciliations.



- 1.5 Reconciles accounts payable. Obtains vendor statements and compares with NAV transactions, identifies errors and passes journal entries for correction.
- 1.6 Assists in the issuing and receiving of inventory and completing inventory journals.
- 1.7 Performs periodic asset verifications, cash counts and stock counts at IDI and/or field offices

2.0 Financial systems and security

- 2.1 Identifies internal controls that require improvement and suggests appropriate policy and procedure modifications for improved internal control. Ensures that all financial systems provide adequate audit trail and documentation.
- 2.2 Ensures that all documents are archived and maintained in a safe and secure manner for the time periods specified by IDI's policies.

3.0 Audits

- 3.1 Assists the Accountant obtain support documents, prepares analyses of accounts for audits.
- 3.2 Ensures all paperwork is properly archived at the end of each audit.

And any other duties as may reasonably be assigned from time to time.

Required Qualifications

- A minimum of Bachelor of Commerce (Accounting option) or Bachelor of Business Administration (BBA) (Finance/ Accounting), from a reputable Institution/University.
- ACCA or CPA qualification (or in the process of being certified, Level 2 minimum)
- At least 2 years of progressively responsible experience in professional accounting or auditing is required.

Required Competencies and skills and Knowledge;

- High levels of professionalism
- Planning and Organizing
- Teamwork.
- Demonstrated experience in working with and managing Sub-grantees



- Knowledge and understanding of generally accepted accounting principles (GAAP) and IFRS
- Demonstrated skills in developing and managing budgets and fiscal control principles
- Demonstrated skills in developing and monitoring systems and capacity building of external stakeholders
- Relevant skills in automated accounting software systems and database spreadsheets

How to apply;

Candidates that meet the above criteria and have what it takes to excel in these position should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact not later than **15th July 2021**. *Please follow this link <https://idi.mak.ac.ug/hrms> to apply for this position.*

Key Notes:

- 1. IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process*
- 2. Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
- 3. Make sure that your application letter, CV and certificates are attached as one document*
- 4. Indicate the Vacancy Code as the subject for your email*
- 5. Only shortlisted candidates will be contacted*
- 6. Any form of canvassing will lead to automatic disqualification.*

The Senior Human Resource Manager

**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus;
College of Health Sciences, Makerere University**

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