



## 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.

In order to successfully, implement this, IDI is looking for a competent and experienced individual to fill the position below:

<b>Job Title:</b>	<b>Accountant</b>
<b>Vacancy Code:</b>	<b>APG - X002</b>
<b>Duty Station:</b>	<b>Kampala</b>
<b>Classification:</b>	<b>Full Term (Contract)</b>
<b>Reports to:</b>	<b>Senior Accountant</b>

### General summary:

The Accountant will be responsible for all finance and operational processes of the PROVE Project.

### Key Responsibilities:

- Ensure timely submission of monthly and quarterly financial reports and field expenses
- Manage projects account payable account and ensure that all paid invoices have supporting documentation, including price quotes per IDI's procedures for procurement
- Develop and implement accounting systems for management of cash advances
- Work with grants in management of project budget, burn rate, pipeline monitoring financial projections and project cash flow management.
- Manage and track project assets as guided IDI asset management policy
- Support coordination of project financial performance reviews/audits.

### Qualifications and Experience:

- Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures
- Demonstrated ability to prepare deliverables, including Monthly, Quarterly & Annual Progress, and Financial Reports, Budgets.



- Strong organizational and interpersonal skills and ability to solve complex problems
- Excellent oral and communication skills and therefore ability to prepare clear concise financial and procurement-related reports
- And any other duties as may reasonably be assigned from time to time.

**Required Knowledge, Skills and Abilities:**

- Bachelor's degree in a relevant business, finance, or international development field
- Professional qualification is an added advantage
- Minimum of 5 years in similar financial, compliance, and operational role supporting international donor projects
- Experience in managing the budgeting and financial reporting requirements.

**How to apply;**

Candidates that meet the above criteria and have what it takes to excel in this position should send their CVs, including details of email address, present position, current remuneration, certificate/testimonials and **updated email address and phone contacts of three (3) referees** not later than **31<sup>st</sup> January 2023**. Please follow this link <https://idi.mak.ac.ug/hrms> to apply for the position above.

**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 line of your email.*
5. *Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
6. *Any form of canvassing will lead to automatic disqualification.*
7. *Only shortlisted candidates will be contacted.*

**NB: Candidates should attach a copy of their National Identity Card**

**The Senior Human Resource Manager**

**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus**  
**College of Health Sciences, Makerere University**  
**P.O. Box 22418, Kampala, Uganda**