



## 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>Accounts Assistant</b>
<b>Vacancy Code:</b>	<b>AA - X002</b>
<b>Duty Station:</b>	<b>Kampala</b>
<b>Classification:</b>	<b>Full Term (Contract)</b>
<b>Reports to:</b>	<b>Accounts Officer</b>

### 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.

### Key Responsibilities:

#### **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.

### Qualifications, skills and experience

- 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)
- Relevant skills in automated accounting software systems and database spreadsheets
- Good communication, organization and management skills
- Understands client confidentiality and exhibits a high level of ethical conduct
- Good interpersonal skills and can work in a team
- Has basic computer literacy including word processing, excel, the internet and PowerPoint.

### **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 **02<sup>nd</sup> February 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**