



Job Vacancy Announcement

Position:	Project Accountant
Reports to:	Project Manager
Duty Station:	KAS offices, Kampala

Background

Konrad-Adenauer-Stiftung (KAS) is a German political foundation working worldwide in the areas of civic and political education. KAS has been working in Uganda for over thirty years in the promotion of democracy, human rights and rule of law. In its programmes, KAS cooperates with indigenous organisations including Action for Development (AFODE), a women's NGO focussing on the promotion of women empowerment, gender equality and equity.

KAS and ACFODE have received funding from the European Development Fund (EDF) as part of the Democratic Governance and Accountability Programme (DGAP) for the project "Action for Strengthening Good Governance and Accountability in Uganda", to be implemented over a period of 24 months. Applications are invited from suitably qualified and immediately available individuals to fill the position of Project Assistant at KAS within the project. This will be a contract position for 24 months, including two months of probation. KAS and ACFODE are equal opportunity employers, qualified female candidates are particularly encouraged to apply.

Main Responsibilities:

- Provide financial technical support to the Project Manager and the Partner Project Co-ordinator
- Co-ordinate and liaise with the Project Manager on all financial matters pertaining to the project
- Prepare the monthly accounting and financial reports; as well as the annual and final EU financial reporting
- Manage bank account functions for the project and ensure timely bank reconciliations
- Monitor project expenditures and budget performance in line with the project budget and logical framework
- Control payments (cash and cheque) and manage the project cash box
- Issue payments of salaries and advances or refunds for project expenses
- Verify project costs and receipts in line with KAS/EDF procedures and guidelines
- Prepare and maintain the books of accounts in line with project guidelines
- Prepare accountabilities of all project activities and expenses with support from the Project Assistant

- Prepare quarterly financial reports for discussion with the project team
- Liaise with auditors to ensure that project accounts are audited in time
- Any other duties that may be assigned from time to time by the Project Manager

Required Qualifications, Experiences and Skills:

- A university degree in finance, accounting, business administration or commerce with a bias in accounting
And/Or a diploma in accounting with professional qualifications such as ACCA, CPA, or CIMA
- Minimum of 2-years working experience; experience with EDF funded projects will be an added advantage
- Proven knowledge of generally acceptable accounting principles and internal control procedures
- Competence with Microsoft office applications
- Good communication skills, both oral and written
- Identification with the background and values of KAS and ACFODE
- A high measure of independent working, responsibility, integrity, teamwork, good interpersonal skills and flexibility; preparedness to work also off-time

Application Procedure

Interested candidates should send: a motivational letter, a detailed CV naming two referees with their telephone contacts and emails, and copies of relevant documents (i.e. academic qualifications, employers' certificates etc.) by email or hand delivery to KAS offices on the address below or to ACFODE offices on Plot 623/624, Dan Murika Road, Bukoto. Applications should be addressed to:

The Project Director
 Konrad-Adenauer-Stiftung,
 Plot 51.A Prince Charles Drive – Kololo
 P.O. Box, 647, Kampala
 Email: Peter.Girke@kas.de, cc: Yusuf.Kiranda@kas.de and rbafaki@acfode.org

Application deadline: not later than 17:00 hours on Thursday 18th, August, 2011. Email attachments should not exceed 2MB. Candidates who do not receive a response by 29th August 2011 should consider their applications unsuccessful.

Any form of canvassing will lead to automatic disqualification.

Peter Girke, KAS Country Representative