

# We are hiring!

Konrad-Adenauer-Stiftung Uganda and South Sudan (KAS) is looking for a new Senior Finance and Administration Officer (full time)!

KAS is a political foundation, closely associated with the Christian Democratic Union of Germany. In Germany and internationally, we are committed to achieving and maintaining peace, freedom and justice through political education. We promote and preserve free democracy, the social market economy, and the development and consolidation of the value consensus.

## Your role on our team

The position of Senior Finance and Administration Officer supports the implementation of the KAS programme in Uganda and South Sudan and includes the following duties and responsibilities:

### Finance:

- Manage financial transactions under the budget of the KAS Uganda Office
- Monitor and track program expenditure to ensure adequate funding throughout the year and to contribute to annual financial planning and reporting
- Manage bookings within the electronic accounting and reporting system of KAS
- Manage all bank accounts and transactions for the KAS Uganda Office
- Supervise the financial planning and accountability work of all programme staff
- Maintain the filing and documentation system
- Generate the monthly accountability for the project, respond to queries regarding the audit of the monthly accountabilities
- Contribute to the annual strategic planning, evaluation, assessment and financial reporting of program activities
- Provide support and guidance to local partner organizations on accounting and finance matters
- Coordinate correspondences with contractors, service providers and relevant authorities

### Administration:

- Manage the administration of the office regarding procurement of office supplies, upkeep of the office and coordinating support staff
- Lead on correspondence with Ugandan authorities (e.g. issues regarding taxes, cars, work permits etc.)
- Coordinate the office cars and drivers, especially regarding servicing, fuelling, schedule for usage of cars and maintenance of the log-books
- Support and guide the team in the maintenance of the inventory list, library list, visitor list and publication overview
- Support and guide the team in the correspondence with contractors, service providers and relevant authorities

## Your profile

- A university degree in finance, accounting, business administration or commerce with a bias in accounting with full professional qualifications of ACCA or CPA
- Strong analytical plus organisational skills and problem-solving ability
- Minimum of four years' relevant professional work experience; experience in an international organization or context is an advantage
- Proven knowledge of generally acceptable accounting principles and internal control procedures
- Experience in office administration; experience in personnel supervision is an advantage
- Excellent computer skills and competence with Microsoft Office applications
- Good communication skills, both oral and written
- Excellent English language skills; German language skills are an advantage
- Good team-work orientation, interpersonal and intercultural skills
- A high measure of integrity, reliability, independence and flexibility - openness to learn and ability to adapt and acquire new skills
- A strong and respectful team player who works goal-oriented and self-responsibly with little guidance and supervision
- You have an eye for detail and the ability to work accurately.

You commit yourself to our Mission: **Shaping. Democracy. Together.**

## Our offer

- An exciting and challenging work environment in the social and political sphere
- A professional and committed team that cultivates respectful relationships with one another and is committed to a culture of open and fair discussion. We work together in a collective, trustful and innovative manner.
- Exposure to an exciting network at the national and international level
- Attractive salary, health insurance and professional equipment
- Opportunities for professional growth

## Interested?

# We are looking forward to your application!

Please submit the following documents:

- CV
- Letter of Motivation incl. references
- Certificates of Academic Degrees



to our email address [info.kampala@kas.de](mailto:info.kampala@kas.de) until **6th of June, 2023**.

Shortlisted candidates will be invited for an interview and might be asked to submit additional documents.