



JOHN PAUL II JUSTICE AND PEACE CENTRE

Plot 2468 - Nsereko Road, Nsambya

P.O. Box 31853 Kampala-Uganda

Tel: 0414-267372

Email: jp2justice.director@gmail.com

Website: www.jp2jpc.org

1st April 2019

ADVERTISEMENT

John Paul II Justice and Peace Centre, is a Consortium of seven religious congregations (Comboni Missionaries, Holy Cross, Mill Hill Missionaries, Missionaries of Africa, and the Society of Jesus (Jesuit)) that was established in 2006 as a faith based organization. The mission of the Centre is to contribute creatively, to the building of a just and peaceful Uganda through training, research and advocacy based on the catholic social teaching. The Centre is looking for a dynamic, honest, and practicing Christian to support the management in the Finance section.

JOB DESCRIPTION

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|-----------------------|---------------|
| Job Title: | Accountant |
| Job Location: | Kampala |
| Reports to: | Director |
| Supervisor to: | Support staff |
| Remuneration | Moderate |

Primary Working Relationship:

Director, program staff, and entire staff

Key Role: Responsible for the day to day maintenance and management of books of accounts.

(a) Financial Management

- Develop annual budgets and forecasts involving relevant staff and coordinate the budget management system
- Prepare annual financial statements and prepare for year end accounts in advance of the annual audit
- Produce monthly income and expenditure statements and analyse variance for review by JPIIIPC Finance Committee.
- Maintain, monitor cash flow and ensure that there are sufficient funds always available in the banks
- Ensure all staff and volunteers are adhering to financial procedures and policies and ensure that all financial transactions are accurate and properly accounted for.
- Regularly prepare quarterly financial reports as required by Finance Committee, Board, and Donors
- Ensure monthly reports are prepared and shared with Director and Finance Committee.

(b) Accounting Functions

- Regularly update all the accounting records and books of accounts such as ledgers and journals for projects.
- Maintain a computerized system (Navision) for the project's income and expenditures
- Ensure that all payments for supplies and/or projects activities are in accordance with relevant JPIIIPC regulations and approved work plans/budgets
- Prepare and manage staff payroll and other statutory payments
- Manage and administer JPIIIPC petty cash and reimbursement of staff expenses

- Manage petty cash and prepare monthly petty cashbooks, and ensure that all petty book-keeping and coding is accurate.
- Withdraw and deposit cash and on JPJIPC bank accounts on behalf of the organization.
- Manage and monitor bank accounts and the transfer of money between JPJIPC and donors.
- Ensure that bank reconciliation as well as debtors and creditors statements are monitored monthly
- Ensure that cheque books, purchase order books, invoices etc are in place, well accounted for and are kept in a safe and secure custody.
- Ensure proper filing of vouchers with proper supporting documents on proper files.

(c) Procurement

- Ensure procurement guidelines are followed for procurement of any general items and consumable
- Participate in the procurement meeting and together with the project staff agree on items and service providers to use under the project
- Ensure timely payments are made to procured items based on approved budgets

(d) Fundraising & Partnerships

- Provide accurate and timely reports to be submitted to Finance Committee, board, and donors
- Support the development of budgets for new proposals and preparation of financial information
- Provide financial information to Management to inform decision making
- Ensure that donor funds are received as per disbursement agreements and that expenditures are coded for each donor
- Perform any other duties assigned.

Skills and qualifications

1. BBA accounting or Finance
2. Proficiency in IT skills with thorough knowledge of computer packages such as Navision
3. Minimum of 1 years working experience
4. Person of integrity with analytical skills
5. Strong interpersonal skills
6. Strong skills in planning, organizing and problem solving and a results-driven attitude.

Application Procedure

Send your application, including a motivation letter, curriculum vitae, and three references to jp2justice.director@gmail.com; Not later than **14th April 2019**. Hard copies applications can be delivered to: John Paul II Justice and Peace Centre, Plot 2468 Nsereko Road – Nsambya. P.O. Box 31853, Kampala – Uganda. Only short listed candidates will be contacted.