



## Regional Accountant

Department: Regional Operations

Based in: Lira

Reports to the Regional Manager

### Who we are

We're Population Services International (PSI) Uganda, branch office of the world's leading non-profit social marketing organization. We work to make it easier for people in the developing world to be healthy by providing access to products and services that range from mosquito nets to HIV testing.

Although PSI Uganda (PSIU) is now reopening offices in Kampala, PSI has been working in Uganda since 2002 and has implemented a variety of programs including social marketing, social franchising and behavior change communication to deliver prevention and treatment products and services across a wide range of health areas including HIV/AIDS, family planning, malaria, and water-borne diseases.”

There are over 9,000 “PSI'ers” around the world. It's a diverse group of entrepreneurs and professionals with an unusually wide range of backgrounds - from the medical industry to the music business - all with unique skills we bring to the job.

### Join us!

We are looking for a suitable candidate to fill the position of Regional Accountant. Reporting to the Regional Manager, The Regional Accountant is responsible for monitoring and implementing financial, logistical and administrative activities in the Regional Office in line with PACE objectives. S/he plays a technical oversight, mentoring and coaching role for a number of regional Finance and Administrative staff.

**Sound like you? Read on.**

P.T.O

## Your contribution

You will:

- Monitor the budgetary implementation and cash Management in the Region according to the Target Low Cash Minimum Requirements.
- Prepare Accounts Payables transactions according to the PACE Minimum Standards.
- Produce Regional Financial Reports and Health-O-Meter Requirements.
- Maintain proper financial records and overall asset management in line with financial and assets management procedures.
- Strengthen the capacity of and transfer skills to regional staff to independently implement, manage, and improve budgeting, financial accountability, analysis, and control measures.
- Monitor the regional sub grantees through periodic financial reviews of regional sub-grantees and follow-up on required actions.
- Supervise, coach and mentor regional administrative staff.
- Manage the procurement, administration, fleet and warehousing function in the regional office in accordance with PACE procedures.
- Facilitate the financial and program audits and ensure 100% implementation of recommendation and closure of findings. (Internal and external).

Key Performance Indicators:

- Cash book balance within the target low cash requirements monthly.
- Timely preparation of cheques to facilitate implementation of activities for as scheduled monthly as per departmental minimum standards.
- 80% achievement in the Health-O-Meter Requirements.
- No significant finding under Finance, and administration component of regional Audits (Internal and external).
- No missing financial record on file.
- Accurate and updated asset register monthly.
- Skilled and competent regional staff in budgeting, financial accountability, analysis and control measures.
- Accurate and complete submission of accountabilities by sub grantees monthly.
- Achievement of set objectives by direct reports.
- Timely purchase of goods and services for the region monthly.
- Accurate fuel accountabilities to Fleet monthly.
- Compliance to financial procedures following financial and program audits.

## What are we looking for?

### The basics

- Bachelor's degree in Business administration or Commerce, Accounting or Finance. Qualifications in Human Resources Management is an advantage.
- Part or full completion of ACCA or CPA professional course is an added advantage.
- You must have at least 2 years working experience in a reputable organization.

### What would get us excited?

- Good IT skills mainly in Microsoft Office packages coupled with a strong understanding of Finance and accounting software.
- Interpersonal skills.
- Excellent Customer care skills.
- Excellent Communication skills (verbal and written).
- People management skills.
- High Integrity.

Please deliver [in a sealed envelope] your application and résumé to the address stated in the newspaper advert by **2.00pm E.A.T, Friday 30<sup>th</sup> June 2017**. Do write the position you are applying for on the envelope.

*PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.*