



61, Kanjokya Street, Kamwokya

P.O. Box 25464, Kampala – Uganda

## JOB ADVERTISEMENT

The Land and Community Development Initiative (LANDCODE) is a civil society organisation established in Uganda to promote sustained community development through transformative governance practices, equitable alignment of decision-making power, and effective management of land based resources at the micro, meso and macro levels for the benefit of everyone.

Our approach integrates a business development model into strategic programme management for tangible results in the course of conducting research, mobilising communities, driving advocacy, and implementing projects through action-oriented networks with government and other formal or informal sectors. LANDCODE wishes to recruit a qualified person suiting the profile below.

**Job Title:** ADMINISTRATION OFFICER

**Purpose:** To assist in undertaking the financial and administrative operations of the organisation.

**Responsible to:** The Finance Manager

### **Financial Duties and Responsibilities**

- Implement financial reporting procedures, including timely and accurate recording of all financial transactions in line with organisational and donor requirements and deadlines.
- Provide financial management support during the revision of budgets, preparing periodic forecasts and any changes needed while establishing accurate and timely information for budget monitoring and reporting progress of programme funds.
- Disburse cash advances and make reconciliation to ensure recovery, monitoring of the petty cash and bank balances so that sufficient funds are always available depending on the programme needs.
- Initiate process for management and reconciliation of bank and cash accounts, preparation of the weekly cash counts and monthly financial records including cashbooks and resource accountability and effective management for records as required.
- Ensure the compilation and filing of regular financial reports and budget records.

### **Administrative Duties and Responsibilities**

- Identify, establish, and manage an effective operations system across the entire organisation
- Establish and implement administration and logistics procedures in line with existing office requirements
- Coordinate and manage all procurement-related activities including proper management of personnel and assets

### **Other Duties and Responsibilities**

- To undertake other official duties as required by the line managers from time to time
- To work flexibly with others and maintain confidentiality over personal information relating to staff

### **Essential Competencies**

- Relevant BA or BSc (ACCA, CIMA or CPAU give added advantage)
- At least 5 years relevant experience in a similar finance/administration function
- Sound understanding of working in NGOs or project-based institutions with proven financial analysis and forecasting ability
- Production and interpretation of management accounts including ability to support and guide other non-financial staff
- Communication and reporting skills (verbal and in writing), ability to prioritise and demonstrate time management skills
- Good computer literacy with knowledge of accounting packages
- Fluency in the English Language

To apply for this position, send an email to:

The Executive Director

**Tel:** +256(0)772449095

**Email:** mail.ed@landcode.org

**Website:** www.landcode.org