



NAGURU TEENAGE
INFORMATION AND HEALTH CENTRE

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JOB TITLE: Accounts Volunteer

Department: Finance and Administration.

Duration: Three Months. (Renewable up to six months)

Location: Head Office

Established in 1994, NTIHC is a pioneer adolescent health program in Uganda positioned to provide Adolescent Sexual and Reproductive Health and Rights (ASRHR) services, youth activities and information, primarily targeting young people of 10 -24 years old. NTIHC, with an office and youth clinic at Kiswa Health Centre, supports 7 KCCA health facilities in Kampala and other 24 Public health facilities 8 districts neighboring Kampala to provide quality ASRH services.

Reporting Relationship

The **Accounts Volunteer** - will report to the Finance and Administration Manager.

Job Summary

The Accounts Volunteer is responsible for applying accounting principles and procedures to support Finance and Administration work of updating financial and administration records.

Core Duties and Responsibilities

1. Carrying out monthly reconciliations for mobile money accounts (Pegasus and Beyonic).
2. Entering accounts data in Pastel accounting software.
3. Carrying out monthly bank reconciliations.
4. Organize Finance and Administration files (hard copies).
5. Collecting quotations as guided by Administrative Assistant.
6. Participate and support in the assets verification exercise.
7. And any other lawful responsibilities as may be assigned from time to time by your supervisor and or any other superiors.

Knowledge, skills, and abilities required

1. Should have a Bachelors degree in Finance and Accounting or similar qualification in similar discipline from a recognized university/ institution.
2. ACCA/CPA level II is an added advantage (perusing professional qualification in finance and accounting discipline)
3. 2 years relevant experience in finance and accounting work, preferably in not for profit nongovernmental organizations.
4. Having an auditing background is an added advantage
5. Computer knowledge in any accounting software is an added advantage; proficiency in use of Microsoft office packages especially excel and word
6. Good interpersonal and communication skills (verbal and written)
7. Ability to work with tight deadlines and maintain quality of output
8. Drive to succeed, with ability to think both creatively
9. Questioning and analytical mind
10. Self motivated, proactive and a good team player
11. A person of high integrity
12. Age; 23 – 30 years

Interested, qualified person should send their cover letter, CV and copies of academic documents addressed to the Program Director, Naguru Teenage Information and Health Centre, Spring road Bugolobi, opposite Shell Bugolobi, P.O Box 27572 Kampala, Tel: 0393216467. Applications with three professional referees and a day time telephone contact should be hand delivered to the organization not later than **4:00 PM on 7th February 2020.**

Only shortlisted applicants will be contacted.

Posting Date: 29th January 2020.