



## FINANCE & ADMIN ASSISTANT NEEDED

**POSITION:** Finance & Administration Assistant

**DUTY STATION:** Mbale

**EMPLOYMENT TYPE:** Full

**START DATE:** May 2025

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for sustainable agricultural production.

Currently, ISSD Uganda is implementing the Common Ground Project which is a 4-year project funded by the Embassy of the Kingdom of the Netherlands, Kampala. The project is a land restoration and farming systems project in the Western, Southwestern and Eastern Highlands of Uganda, implemented in a collaborative partnership between Wageningen Environmental Research (WENR) as lead partner, and ISSD Uganda, as the local implementing partner.

ISSD Uganda is looking for a competent and experienced **Finance & Administration Assistant** to be based in Mbale, Uganda

### Position overview:

Based in Mbale project field office, the Finance and Admin Assistant (FAA) provides financial, administrative and logistical support to the field office. The FAA supports the regional coordinator to ensure smooth running of the field office and supports the project field office to facilitate payments or reimbursements for project activities and prepare and provide detailed and accurate accountabilities. The position is also responsible for administrative and logistical tasks such as office maintenance, procurement, fleet, assets, security, ICT and liaison with vendors (e.g., landlords, utility providers, etc.)

ISSD Uganda is an equal opportunity employer that seeks to recruit a dynamic, self-motivated, passionate, and qualified individual to fill the above position.

### Reporting & Supervision

The Finance & Admin Assistant reports to the Finance Manager and works in close liaison with the Regional Coordinator, Procurement Officer and ISSD HQ admin unit

### Main Duties and Responsibilities

The Finance & Admin Assistant has the following specific duties and responsibilities.

#### Finance

- Maintain the office petty cash

- Designated bank agent for field office bank related duties such as cash withdrawals, cheque deposits, etc.
- Disburse cash advances for project activities in accordance with budget plans and ISSD Uganda financial procedures
- Follow up approved payment requests for timely remittance of advances to the project field staff
- Follow up advances taken and ensure timely accountability by the staff taking them
- Review accountabilities submitted, ensuring authenticity, accuracy and completeness
- Maintain proper accounts ledgers for recording accounts transactions including advances and accountabilities
- Maintain proper filing system for accounts documents, including vouchers, receipt books and fixed assets register
- Keep records for the project field office
- Any other duties as will be assigned by the supervisor.

### Field Office Administration

- Manage office running and maintenance including office cleanliness & its environment, security services, utility service provision, etc.
- Update vehicle travel records; including fuel consumption and km reading and submitting to FAM
- Plan with and guide field Drivers in their day-to-day work tasks
- In liaison with Procurement Officer, identify vendors and negotiate procurement terms, including pricing and contracts for goods and services
- Manage logistical support for office operations, including travel, meetings, workshops and office events

### Qualifications, Experience, & Skills

- Bachelor's degree in finance, or business administration, or similar field
- At least 3 years' working experience in finance & admin assistant role, ideally with an NGO.
- Experience in bookkeeping and working knowledge of accounting software, such as Tally, QuickBooks, etc. for tally software will be an added advantage
- Good understanding of the Ugandan laws related to tax, insurance, etc.
- Exposure to organizational HR policies and procedures and administration systems.
- Good computer skills including Microsoft Office packages (Word, Excel, Outlook).
- Ability to work well in a team, as well as independently.
- Proficiency in English languages (both spoken and written) and ability to communicate in local languages is an added advantage.

### How to apply

Interested and qualified individuals are encouraged to apply for this job by emailing your cover letter and CV maximum 3 pages to [hr@issduganda.org](mailto:hr@issduganda.org), while indicating the job title in the email subject not later than **10<sup>th</sup> May 2025 at 5:00pm EAT**. Attachments should not exceed 2MB.

To view the detailed job description, visit the ISSD Uganda website via: [www.issduganda.org](http://www.issduganda.org).. *Only shortlisted candidates will be contacted.*