

JOB ADVERT

Job title: Accounts/Administration Officer (AAO)

Organization: Uganda Timber Growers Association (UTGA)

Organization Background:

UTGA is a membership organization that brings together commercial forestry growers across the country for collective action. The major objective of the organization is to promote commercial forestry in Uganda. UTGA operates a commercial tree nursery where they produce tree seedlings of pines, eucalyptus and a variety of indigenous species.

Duty station:

The Accounts/Administration Officer will primarily be based at the UTGA office in Kampala at plot 116 Bukoto Street, Kamwokya.

Job details for the Accounts/Administration officer

The primary role to be undertaken by the Accounts/Administration Officer is to provide support for all finance and administration functions of UTGA, ensuring that all office operations comply with existing management requirements.

The Accounts/Administration Officer will oversee office operations and finances to ensure efficient and effective day-to-day administration.

Specifically, the job description will include;

- Have the overall responsibility to keep the accounts and provide support in all areas of finance and administration of UTGA;
- Perform general administrative duties for UTGA and support implementation of any activity within UTGA, including meetings and seminars;
- Responsible for the overall efficient and effective day-to-day management of the operations in the UTGA office, both regarding finances and office logistics;

- Assist in the development and implementation of operating procedures, guidelines and policies for the effective management of UTGA finances;

Qualifications and Experience:

1. Applicants must hold a degree majoring in accounting, finance, business administration, human resource management or a related field from a recognized University. Certification in CPA, and ACCA will be an added advantage.
2. Experience in finance management and administration of at least five years with a letter of recommendation from the former employer.

Skills:

1. Financial reporting;
2. Proficiency in accounting principles and software;
3. Accurate recording, reconciliation, and analysis of financial data;
4. Strong organizational skills to manage correspondence and schedules;
5. Professional interaction with clients, vendors, and colleagues;
6. Troubleshooting and decision-making abilities;
7. Ability to multi-task and pay attention to detail to maintain accurate financial records and perform administrative tasks efficiently.

Job application procedure:

Candidates who have the relevant qualifications, skills and competencies may submit their cover letter, detailed CV, three references and all supporting documents in soft copy to info@utga.ug or hard copies to Plot 116, Bukoto Street, Kamwokya, whichever is convenient to them.

The deadline for receiving applications is **Friday, 19 April 2024** by 4:00 pm.

Only shortlisted candidates will be contacted. Please note that canvassing and lobbying will not bring any advantage to any candidate.