About Swisscontact
Swisscontact was established in 1959 as an independent organization by prominent individuals from the world of commerce and science in Switzerland. It is exclusively involved in international cooperation and since 1961 has carried out its own and mandated projects. Since it was founded, Swisscontact has maintained close ties with the private sector. Swisscontact is currently active in 38 countries implementing 120 projects with a workforce of over 1,000 people. The organization is based in Zurich. Swisscontact concentrates on private sector development, specifically in skills development, enterprise promotion, and Trade.

For over 20 years now in Uganda, Swisscontact has been strengthening people’s competencies, improving their employability, increasing enterprise competitiveness, and promoting social and economic systems which promote inclusive development. We have reached over 70,000 direct beneficiaries (25,000 women) with innovative skills, diverse markets and information, various financial products/services, and life skills. Our current portfolio includes 7 projects focusing on skills development, enterprise promotion, trade, entrepreneurship, and agribusiness in 30 districts in Uganda. Swisscontact plays a facilitative role in developing and implementing sustainable solutions that address underlying causes of poverty.

Project Overview
Dynamics Markets for Farmers- Sustainable Cocoa and Honey Uganda is a market system development project that evolved from the past 8 years of experience in the apiculture and cocoa sector in Uganda. The focus of the project is to scale up successful models and innovations as well as testing innovations that strengthen and promote competitiveness and systemic change in the two value chains. The project uses the Inclusive Systems Development approach to support local and international companies and farmer organizations to improve their businesses while stimulating sustainable, pro-poor growth. The project will be driven by four major intervention areas: i) Increasing production, quality, and traceability, ii) Improving SMEs and Farmer organization business capacity and performance, iii) Increasing Sector investment, iv) Diversification for food security. The new phase of the project has the potential to sustainably improve the livelihoods of 8,000 targeted smallholder cocoa farmers and 3,556 targeted smallholder beekeepers. The project also seeks to increase access to improved knowledge and skills in production for 10,000 non-targeted cocoa farmers and 4,400 non-targeted smallholder beekeepers.

Job Title: Accountant
Duty Station: Kampala-Uganda
Reports to: Head of Operations
Supervisory Responsibilities: None
Remuneration: Competitive
**MAIN DUTIES**

**Accounting**
- Maintain books of accounts as per regulations and requirements of the project sponsors and make necessary bookings in the relevant accounting software.
- Ensure timely, transparent, and true accounts at all times and due diligence in all book-keeping procedures maintained.
- Prepare and submit accounts for the project sponsors as per standards and requirements outlined in the subsequent project contracts.
- Prepare half-yearly and annual accounts, (this depends on the requirements of the organization/donor).
- Organize and supervise the audits.
- Prepare monthly and quarterly budgetary controls.
- Prepare and submit to the Head of Operations the financial reports as and when required.
- Ensure compliance with all the statutory requirements in Uganda i.e., tax payments, returns, and other deductions.
- Research queries on accounting issues by the auditor and donor.

**Financial management**
- Ensure Proper management of treasury functions (accounts, cheque, and cash management).
- Assist the different departments in budget planning and control.
- Ensure funds are available for activities at all times.
- Prepare contracts and MOUs on behalf of the organization.

**Administrative Functions**
- Financial management of office supplies.
- Ensure due process is observed in all procurement activities.
- Ensure correct and updated maintenance of an assets register of all project property.
- Maintain personnel records such as employment agreements, job descriptions, and salaries.
- Handle matters regarding insurance (medical, property/Assets ...).
- Any other assignments that may be delegated by the supervisor Head of Operations.

**Other tasks**
- Attend all relevant project coordination meetings.
- Follow up and enforce all regulations outlined in the project manual and accounting guidelines.
- Support all business development activities.
- Any other operational/administrative assignments that may be delegated by the supervisor (Head of Operations).

**CANDIDATE REQUIREMENTS**

**Personality Traits**
Driven, proactive, detail-oriented, results-oriented, collaborative, flexible, values-oriented, and enthusiastic.

**Competencies/ Skills**
- Accounting/Bookkeeping
- Reporting
- Financial management
- Administration
- Communication
- Good command of the accounting software Packages
- Diligence and integrity
- Good Interpersonal Skills
- Basic knowledge of private sector operations

**Qualifications and Experience**
- A university degree in a relevant field e.g., finance and/or accounting. CPA, ACCA, or other professional qualifications will be an added advantage.
- At least 5 years of professional experience in the same or an equivalent position. Private sector experience will be an added advantage.
- Experience with donor regulations.
- Excellent coordination and organizational skills, especially in financial management.
- Proven negotiation skills and intercultural competence.
- Excellent spoken and written English.

**Application Process**
Interested and qualified candidates should apply by submitting their CV along with the contacts of three professional referees to ug_info@swisscontact.org and copy suzanne.oweka@swisscontact.org and felix.opio@swisscontact.org

**Deadline**
Applications should be received by **5:30 pm on Friday 25th June 2021**.

Female candidates are strongly encouraged to apply.

For further about Swisscontact please visit https://www.swisscontact.org/en/countries/uganda