1. Introduction

The Nile Basin Initiative (NBI) is an inter-governmental organization initiated and led by the Nile riparian countries to promote joint development, protection and management of the common Nile Basin water resources. NBI has a Shared Vision, namely: ‘to promote sustainable socioeconomic development through the equitable utilization of’, and benefit from, the common Nile Basin water resources’. The NBI provides a unique forum for the countries of the Nile Basin to move toward a cooperative process to realize tangible benefits in the basin and build a solid foundation of trust and confidence. NBI has three Centres: Nile-SEC based in Entebbe, Uganda, NELSAP-CU based in Kigali, Rwanda and ENTRO based in Addis Ababa, Ethiopia.

Nile-SEC intends to hire a qualified professional for the position of Accountant. The job description for this position is as follows:

Purpose

Under Supervision of Finance Officer, this role is responsible for maintaining proper accounting records in compliance with financial policies and procedures of NBI. The jobholder is responsible for financial accounting and reporting as well as cash flow management.

Job Description

1. Payments
   • Approve petty cash payment request.
   • Verify direct payment request from budget holder and sign.
   • Check on the correct budget coding in the system.
   • Submit payment request to signatory for signature.

2. Receipts
   • Collect credit advices.
   • Verify, approve cash receipt voucher and post.
3. Settlements- Post settlements in FMS.


5. Office imprest
   - Review expenses report and forward to the Head of Corporate Services.
   - Prepare cheques.
   - Record payment in system.
   - Print payment voucher and sign.
   - File signed memo and voucher.

6. Payroll processing
   - Incorporate all updates from the HR department and incorporate into the system.
   - Prepare payroll from the system.
   - Review payroll to ensure that all deductions and allowances are captured as per policy.
   - Submit for review and approval by Head of Finance and Admin.
   - Present cheques for signature by the signatories.
   - Give instructions to the bank to pay staff.

7. Reconciliations
   - Collect all expense documents from respective project accounts.
   - Fill in the summary of expenditure sheets.
   - Courier the approved expenditures to WB.

8. Provident fund administration- Effect monthly deductions.

9. Treasury management
   - Confirm the bank balances.
   - Prepare statement of expenditure (SoE) every end of the month.
   - Send SoEs to the WB for replenishment.
   - Monitor the cash flows and perform bank reconciliations.

10. Monthly accounts
    - Generate reconciliation account in the system.
    - Generate trial balance in the system.
    - Generate income and expenditure statement in the system.
    - Generate budget monitoring report.
    - Print and forward above documents to the Finance and Admin manager.
    - Filing of the monthly accounts.

11. Annual accounts
    - Generate cumulative accounts for the past 12 months in the system.
    - Prepare accounting files according to the external auditor's requirements.

12. Grants management
• Receive signed grant agreement.
• Understand the requirements of the agreement.
• Open bank account for the project.
• Prepare request for funds to mobilise project and forward for review.
• Process payment and deposit in bank account.
• Process payment for mobilisation of the project.
• Process payment for replenishment during duration of the project.
• Deposit money in project account.

**Academic/Professional Qualification**

• Bachelor’s degree in Accounting, Finance, Business Administration or related degree. A master’s Degree in Accounting or Finance an added advantage
• Professional qualification such as CPA, ACCA, CFA, etc.
• Membership to a professional association such as CPA Uganda, IIA, ACFE
• Knowledge of accounting packages such as Microsoft Dynamics NAV, SAGE, Pastel, QuickBooks etc.
• Working Knowledge of Integrated Financial Management System (IFMIS) and International Public Sector Accounting Standards (IPSAS) would be an added advantage.
• Thorough understanding of International Financial Reporting Standards and various regional statutory requirements and their application

**Skills required in the following:**

• Proficiency in computer applications such as word processing, spreadsheets, accounting packages, email, internet and the workflow process
• Ability to maintain high standards of integrity; establish straightforward, productive relationships; treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences
• Strong communication and presentation skills including ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications
• Risk management and audit processes.
• General fraud prevention strategies.
• Problem solving and analysis.
• Computer literacy.
• Ability to project and uphold Independence of mind.
• Attention to detail.
• Initiative and self-drive for high quality performance.

**Experience Required**

Five (5) years relevant experience of which at least two (2) years must have been in accounting or equivalent position.
Duty Station.
The Employee will be based at NBI Secretariat in Entebbe Uganda with possible travel within or out of the Basin Countries as may be deemed necessary by the Employer.

Period of Service
This is a National Professional position with an initial Contract duration of ten years renewable annually with a six month probation period based on satisfactory performance, availability of funds and need for the services.

How to apply:
Interested and suitably qualified individuals are invited to visit the NBI website at www.nilebasin.org to download the full Job description/TORs for the preferred position and should submit their applications electronically to the Executive Director at: recruitment@nilebasin.org. Application/cover letters clearly indicating the title of the position and accompanied by detailed curriculum vitae should reach the Executive Director not later than 19th March, 2020 4pm. Those shortlisted will be contacted individually. Please don’t attach scanned copies of your Academic & professional certificates and testimonials, you will be requested to submit them when you are shortlisted for Interviews. Please clearly indicate a minimum of three referees and two former employers excluding the current employer with their full contacts.