

EMPLOYMENT OPPORTUNITY

Date: 23rd Jan. 2023

JOB TITLE: Finance & Administration Officer

REPORTS TO: General Manager

ABOUT US:

The Uganda Housing Cooperative Union Ltd (UHOCU) was registered in 2013 with Ministry Trade Industry and Cooperatives. The Union currently has 37 Primary Housing Cooperative Societies (PHCS) and groups affiliated to it, with an outreach of over 8,850 members in the country. The Union mandate is to mobilize, sensitize and facilitate formation of vibrant primary housing cooperatives for the realization of adequate housing and the **Vision**. To facilitate the progressive realization of the right to Adequate housing through the Cooperative Housing Model.

UHOCU now seeks to recruit a qualified, experienced, committed, and competent Ugandan to fill the vacancy of **Finance & Administration Officer**

Duties and Responsibilities

1. Accounting and budgeting:

- Recommend payables and record receivables
- Responsible for office petty cash
- Processes monthly payroll and benefits package for staff
- Ensure that all legislative and statutory requirements are paid out.
- Develop an asset register and manage capital inventory
- Update or manage the monthly cash book and ledger
- Produce monthly, quarterly and annual financial reports
- In liaison with the General Manager, develop the annual budget
- Monitor expenditures vis-a-vis budget lines
- Ensure all incomes of UHOCU are collected and up to date
- Ensure proper financial controls in the management of PHCS
- Enhancing access to affordable financial services to the PHC's and their members

2. Banking:

- Raise payment vouchers
- Make deposits and withdrawals
- Write cheques for payments
- Raise vouchers and making payments on behalf of the organizations
- Undertake bank reconciliations

3. Administration:

- Develop and maintain organization data and filing systems
- Manage maintenance of office and office equipment
- Manage purchasing and inventory control of office supplies and equipment

- Provide necessary administrative support to programs
- Ensure safe custody of Assets
- Manage Union general e-mail
- Man reception
- Supervise casual staff
- Takes minutes of all staff meeting and ensure that they are filed and well kept.
- Maintain register of leave applications and personnel files
- Maintain register of service providers and liaise with them
- Ensure that organizations equipment and assets are in good working condition
- Ensure that proper internal control systems are in place and are adhered do.
- Offer training and monitor the savings and loaning systems
- Perform any other duties assigned by the General Manager.

Academic qualifications

- University Degree in Business Administration-Accounting, bachelor of Commerce-Accounting, Bachelor of Science in Accounting and Finance or related fields
- CPA-qualification is added advantage

Experience

- At least three years of experience working in a reputable organization,
- Previous work experience with Member Based Organization, Cooperatives or community organizations is desirable,

Application process

Qualified applicants who match the requirements of the above-mentioned job should send their Curriculum Vitae (CV) and attach a Cover letter via this email: uhocuboard@gmail.com , and copied to; housingcoopsuganda2014@gmail.com

To the Chairperson

Board of Directors

UHOCU

P O Box 11486, Kampala,

not later than 11th February.2023 at 04:00pm Eastern Africa Time (EAT). Only shortlisted candidates will be contacted.