

Job Title : **Administrative Assistant / Accountant**
Reports to : **Treasurer / Secretary General**
Department : **Treasury / Secretariat**

Job Brief

FASU seeks to recruit a part time Administrative Assistant to support our day-to-day transactions, including: processing payments, maintaining cost reports and managing invoices. Ultimately, the administrative assistant will maintain our organization's financial health and make sure we use our resources are utilized effectively.

Job Purpose

The Accountant is responsible for compiling, analyzing, reconciling and reporting financial information to management. Support the Federation in planning and budgeting, preparation of management reports and advising on the Federation's Financial performance, coupled with addressing variances against targets. Ensure that financial reports comply with IFRS and ensure the Federation complies with tax and other regulatory requirements.

Key Responsibilities

- Reviews, classifies and codes financial information for all classes of transactions including payables, revenue, cash, banking, fixed assets, payroll, staff expenses, inventory etc.
- Verifies invoices against LPOs, and reconciles any differences
- Reconciles transactions, financial data and other information between the financial system and other sub ledgers
- Files and/or retrieves records and reports as required
- Conducts physical verification of assets in the General Ledger at different locations
- Interprets and applies instructions and guidelines to resolve work problems
- Prepares periodic reports to supervisors/managers
- Any other relevant duties as may be assigned by the supervisor.
- Assist the Administrator with day to day operations

Who we are looking for

You should have a degree in Accounting, Finance, economics, with at least a three-year working experience in the same position and knowledgeable with University Sports operations.
Residency in Uganda is needed.

How to apply:

If you believe you are the one, we are looking for, please send your application and CV clearly detailing your suitability for the position in terms of required qualifications and experience to info@africauniversitiesports.com/pennykabs@yahoo.com by **30th October, 2020, 17:00 Hrs.** **Kindly state the position you are applying for in the subject line of your email**