



## **federation of small & medium-sized enterprises**

### **Job Description**

**Job Title:** Finance Assistant– SAYE

**Department:** Finance and Administration

**Reports to:** Executive Director

**Work Location:** Uganda-Kampala/Jinja

### **About the Federation of Small and Medium-Sized Enterprises-Uganda**

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association, registered as a company limited by guarantee. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services. The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures

**About the SAYE Project:**

The Federation for Small & Medium Enterprises (FSME) is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Master card Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas; skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young people between 16-35 years (70% females and 3% youth with disabilities). FSME will deliver on two major outcomes: Increased growth of youth-led agriculture and service-based enterprises; and Increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: Access to Market and the Enabling Environment to realize the desired outcomes. The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group.

**Job Summary:**

The Finance Assistant (FA) is accountable for monitoring and maintaining project-related records, including project contracts/consultant/grants/service contract, activity plan and ensuring that all related supporting document are collected and paid accordingly

<b>Roles and Key Responsibilities:</b>	<b>Deliverables</b>
<p><b>Accounting - Responsible for ensuring that all transactions are timely recorded with adequate supporting documents and compliance to FSME/MCF policies. (60%)</b></p> <ul style="list-style-type: none"><li>• Prepare payment requests/vouchers, ensure proper coding, compliance to internal procurement procedures, authorization levels, have all stamped with a 'PAID' stamp and ensure proper filing of the same</li></ul>	<p>Accurate financial support documents prepared</p>

<ul style="list-style-type: none"> <li>• Review all project vouchers, invoices, receipts, documents to ensure correctness, accuracy and compliance with policies and procedures.</li> <li>• Make payments to vendors in a timely manner and keep the vendor database updated.</li> <li>• Be the custodian of the project main safe and ensure all cash and other non-cash Organization assets therein are secure at all times</li> <li>• Manage petty cash, maintain the cash book register and produce weekly cash counts and monthly cash reconciliations;</li> <li>• To act as a bank agent for the organization in handling all out going and in coming correspondence like: Funds transfers (TT), bank statements etc;</li> <li>• Prepare timely staff monthly PAYE/Withholding Tax, NSSF, returns to URA, NSSF as a statutory requirement</li> </ul>	<p>Payments to vendors made in a timely manner</p> <p>Monthly reconciliations prepared and signed</p> <p>Monthly statutory payments made on time</p>
<p><b>Data Entry of Financial Transactions (20%)</b></p> <ul style="list-style-type: none"> <li>• Make timely entry of transactions into QuickBooks ensuring compliance with FSME requirements and MCF Procedures</li> </ul>	<p>All transactions entered into Quickbooks in line with FSME requirements</p>
<p><b>Manage a functional and organized office filing system to ensure that the project documents and records are appropriately filed and secured for easy retrieval. (10%)</b></p> <ul style="list-style-type: none"> <li>• Ensure that an effective filing system is in place in the office and transactions are serially filed.</li> </ul>	<p>All financial documents are appropriately serialized and filed</p>

<ul style="list-style-type: none"> <li>• File financial documents appropriately in physical and digital form for the relevant month when transactions posted in ERP.</li> <li>• Ensure cash/cheques received are safely kept in locker/vault.</li> <li>• Keep proper reference numbers in all outward letters of Finance Department are maintained</li> </ul> <p><b>Any other duties. (10%)</b></p> <ul style="list-style-type: none"> <li>• Provide support to Project Accountant and Staff in the development, review and monitoring of 3rd party contracts &amp; partner contracts. Alert concerned Staff if any problems or issues</li> <li>• Prepare monthly/ quarterly Project reports as assigned by the supervisor;</li> <li>• Perform any other duties as may be assigned by your supervisor in line with your responsibilities and capacity.</li> </ul>	<p>Project Accountant and other staff supported in the areas of contracting and reporting</p>
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**Knowledge, Skills, and Abilities**

- Commitment to uphold FSME standards, policies, and procedures, and willingness to comply with HPI and MCF guidelines.
- Strong written and verbal communication skills in English required.
- Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent organizational and time management skills,
- Strong problem-solving skills
- Knowledge of the MSME sector and its context
  - Ability to work with sensitive information and maintain confidentiality.
  - Willingness to travel within the Busoga region on a regular basis (estimated at a minimum of 40 percent).

**Required qualifications.**

- A Diploma or university degree in any of the following areas: Accounting, Finance or Commerce.
- Possession of an Accounting Technicians Diploma (ATD) would be an added advantage.
- Practical experience in various aspects accounting principles and practices with a good understanding Generally Accepted Accounting Principles (GAAP) or international Financial Reporting Standards (IFRS) will be an added advantage.
- At least two years of experience in managing administrative and financial resources and preparation of accountabilities for a donor funded project.

**NOTE:** The Mastercard Foundation adheres to the highest standards of care related to its programs, those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

**Application Procedure:**

All suitably qualifying, and interested candidates are encouraged to apply following these instructions:

Email a cover letter, CV, scanned academic documents and national identity card only to [humanresource@fsmeuganda.info](mailto:humanresource@fsmeuganda.info) by February 7<sup>th</sup>, 2024, at 5:00pm. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees. Furthermore, request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

In the subject line of the email, copy and paste – FINANCE ASSISTANT-SAYE only. All applications that do not contain this exact subject line will not be considered.

**ONLY SELECTED CANDIDATES THAT MEET THE REQUIREMENTS WILL BE NOTIFIED.**

