



federation of small & medium-sized enterprises

Job Description

Job Title: Project Accountant– SAYE

Department: Finance and Administration

Supervisor: Project Manager

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 for Micro, Small and Medium Enterprises in Uganda, registered as a company limited by guarantee. It was founded in 1990 and formally re-incorporated as a company limited by guarantee in 2017. Since its founding, and has grown from strength to strength. Presently, it has an excess of 734,000 members nationwide. 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, to improve the institutional capacity of MSMEs to effectively serve Micro, Small and Medium Enterprises and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures.

About the SAYE Project:

FSME is a member of a consortium of organizations that will implement the Stimulating Agribusiness for Youth Employment (SAYE) project. The consortium will be led by Heifer International in partnership with Mastercard Foundation. This project will be implemented in 11 districts of the Busoga region, namely: Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweeri, Luuka, Buyende, Bugiri and Namayingo. This project will run from 2023-2029 and it is aimed at improving the socio-economic wellbeing and resilience of young people in the Busoga sub-region. A total of 250,000 young people aged between 16-35 years will be reached through this intervention. 70% of these will be young women and 30% will be young people with disabilities.

This project intends to address the endemic joblessness among young people in the Busoga region through two pathways: Agri-hub development and MSME promotion. Under the MSME promotion pathway, FSME will support 2,000 off farm agricultural enterprises in urban and peri-urban areas. These will be provided with a range of demand driven business development and brokerage services aimed at increasing their market access, stimulating their performance and creating apprenticeship and employment opportunities for 20,000 young people. FSME will also support these young people to engage in evidence-based policy advocacy to address policy and regulatory barriers that constrain the growth of youth-owned ventures.

Job Summary:

The Project Accountant is responsible for monitoring the SAYE grant and ensuring the highest degree of transparency and efficiency in financial resources utilization and the provision of accurate, thorough and documented financial information.

Roles and Key Responsibilities:

- Work with the Consortium Accountant and the HFA to ensure financial data and expenditure reporting is tracked and reported in a timely manner, according to the requirements of the Foundation;
- Review of the project cash flow forecasts and funding requests and submit to the Head of Finance and Administration for consolidation and processing
- Review and monitor SAYE project expenditures to ensure compliance with project budget and GoU regulations
- Analyze the project instalment plans, budget versus actual (BVA) or income statement (month, quarterly and annual) and support the Programs team to ensure spending is within the agreed budget and or forecast.
- Prepare monthly project bank reconciliations for review by the Head of Finance and Administration.
- Ensure compliance with the Foundation project funding/budgeting, accountability and documentation requirements.
- Support programme teams in preparation of project related budgets.
- Provide support to SAYE project team with regard to financial policies/practices and related areas as required, including budget reviews;
- Prepare accurate and submit timely project financial reports to the Head of Finance and Administration in line with Foundation guidelines.
- Review project related transactions posted in the ERP and monthly project fund projections/funding requests by the field finance & program teams
- Ensure that all shared costs charged to the project are in line with the agreed basis or policy and per the master budget.
- Review and ensure accuracy of financial transactions for SAYE funded activities and ensure appropriateness (includes vouchers, expenditures reports, Cash payments, etc.) on a monthly basis.
- Ensure compliance with both Consortium and FSME rules and regulations such as funds requests, records retention, reporting timelines, liquidation period, and others
- Participate in the planned project monitoring field visits and report on the findings.
- Participate, support, and follow up findings related to all project audit, verifications, and finance reviews.
- Review & prepare monthly Payroll - GL - Bank reconciliation.
- Support grant close-out process by completing and uploading final reports, conducting GL-report totals reconciliation and revenue recognition procedures

- Support safeguarding of project participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of FSME's policy of Protection from Sexual Exploitation & Abuse and harassment-free workplace policies.
- Other duties as assigned

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.
- Track record demonstrating high integrity, innovativeness, creativity, reliability and dependable
- Excellent computer application skills in Microsoft packages (Word, Excel and PowerPoint).
- Team player, collaborate, Self-motivator, able to work with limited supervision
- Skills and Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities, and adequacy of accounting, financial management, internal controls and able to enforce donor regulations.
- Willingness to travel within the Busoga region on a regular basis (estimated at a minimum of 20 percent).

Basic Qualifications

- Bachelor's Degree in Accounting & Finance, Business Administration, or Commerce is required;
- Minimum Level 2 progressive stage in accounting certification is required or Full Chartered Accountant or CPA.
- At least three (3) years of progressively responsible professional experience in financial accounting, preferably in an NGO or Business Association.
- Experience working with donor funded projects with proficiency in the use of MS Office applications, particularly advanced level in MS excel is required.
- Experience in using an ERP system is highly desirable.
- Fluent in both spoken and written English. Fluency in Lusoga will be an advantage.

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 by February 7th, 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 – PROJECT ACCOUNTANT-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.