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Position Title: Finance and Administration Assistant

Organization: World Action Fund

Location: Arua, Uganda

Employment Type: Fixed Term Contract, 12 months

About World Action Fund:

World Action Fund is a humanitarian organization dedicated to improving the lives of vulnerable communities in Uganda. Our work spans various sectors, including healthcare, education, women empowerment, and environmental conservation. We strive to create lasting impact by supporting sustainable development initiatives.

Position Overview:

We are seeking a detail-oriented and organized Finance and Administration Assistant to join our dynamic team. The ideal candidate will support the organization in managing financial operations, administrative tasks, and ensuring compliance with financial regulations. This position requires a motivated individual with strong analytical and communication skills.

Key Responsibilities:

Finance Duties:

- Prepare and maintain financial records, including accounts payable, receivable, and expense tracking.
- Assist in preparing budgets, financial reports, and audits.
- Process payroll and ensure timely payment of salaries and allowances.
- Monitor cash flow and reconcile bank accounts.
- Ensure compliance with financial policies, donor guidelines, and tax regulations.
- Support procurement processes by maintaining accurate financial documentation.

Administrative Duties:

- Provide administrative support, including filing, correspondence, and scheduling meetings.
- Manage office supplies, equipment, and vendor relationships.
- Assist in coordinating logistics for training sessions, workshops, and field visits.
- Maintain an updated inventory of organizational assets.
- Ensure smooth day-to-day office operations and report any maintenance issues.

Qualifications and Experience:

- Bachelor's degree in Finance, Accounting, Business Administration, Diploma or a related field.



- No prior experience required in finance and administration roles, we are specifically accepting applications from newly graduated students from universities or colleges who have no formal experience in this field. And are easily trainable.
- Proficiency in accounting software (e.g. QuickBooks, Tally etc), and MS Office Suite an added advantage.
- Strong understanding of financial regulations and reporting requirements in Uganda.
- Excellent organizational and multitasking skills.
- High level of integrity and confidentiality.
- Strong interpersonal and communication skills.

Desirable Skills:

- Excellent knowledge on Financial, Human Resource, Supply chain and logistical and accounting principle
- Experience in volunteering in community services.
- Familiarity with tax and statutory requirements in Uganda.
- Fluency in both English and a local language (Lugbara) is an added advantage.
- Female candidates are particularly encouraged to apply but not an automatic not a requirement

Application Process:

Interested candidates are encouraged to submit their applications, including:

1. A cover letter detailing suitability for the role.
2. A comprehensive CV with at least three professional references.
3. Only applicants who meet all the listed requirements will be shortlisted. Please avoid engaging in any suspicious conversations or phone calls with management.

Deadline for Application: 10th January 2025

How to Apply:

Email your application to info@wafuganda.org with the subject line: "Application for Finance and Administration Assistant."