

**DUTIES AND OBLIGATIONS OF FINANCE ASSISTANT.**

**BRIEF ABOUT THE PROJECT.**

The National Coalition of Human Rights Defenders Uganda (NCHRD-U) is a legally registered non-governmental organization of individuals and Organization working to promote and protection Human Rights Defenders (HRD) in Uganda. It was founded June 2013, to provide a structured inclusive and coherent platform to enable Human Rights Defenders (HRDs) galvanize efforts of the different players; bring together the isolated and fragmented voices and influence efforts into a unified and bolder voice required to engage successfully in collective advocacy on the most pressing challenges of HRDs in Uganda. NCHRD-U focuses its work in all the regions in Uganda and embraces all human rights defenders regardless of race, color, gender, religion or political affiliation. NCHRD-U provides a platform for promoting synergy, cooperation, collaboration and sharing of best practices among HRDs in Uganda.

**Vision**: A society that upholds the rights and freedoms of every human rights defender

**Mission:** To protect and promote the work of HRDs in a safe and secure environment through linkages with national, regional, and international like-minded entities.

**NCHRD-U Core Values.**

Integrity, Inclusiveness, Confidentiality, Transparency and Responsiveness.

The successful candidate will be required to work under Rights For All (RFA), a three-year project that is funded by USAID through East West Management Institute (EWMI).

**Project Goal.** Advance the realization of civil and political Rights in Uganda.

**Summary of Project activities.**

Capacity and protection of human rights (HR) civil society organizations (CSOs), human rights defenders (HRDs), and pro-democracy actors (PDAs) enhanced. Preventive, emergency, and legal support provided to HRDs and human rights CSOs. Provide comprehensive reactive emergency support for HRDs. Strengthen documentation of human rights abuses and violations. Provide capacity development for HRDs on data collection, Develop tools (including portal) to capture and store human rights abuses/violations including capturing HR situation report. Provide training of trainers (ToT) on data capture tool, Enhance the capacity of grassroots HRDs to monitor, document and report Human Rights abuses / violations including capturing HR situation reports, conduct Review meetings for Data collectors. Accountability for upholding national and international human rights commitments is enhanced. Networking and advocacy of CSOs and HRDs strengthened. Engage on national, regional and international platforms, like UPR, HRC, AHPR, Monitor implementation of government commitments from international mechanisms. Generate policy briefs, issue briefs and fact sheets and discuss with government. Support the holding of advocacy campaigns on prevailing human rights issues. Coordinate the preparation of the shadow reports and hold online cluster meetings

**PRIMARY RESPONSIBILITIES OF THE STAFF**:

1. **General Administration of office.**
2. Ensure smooth functioning of office equipment funded by USAID/RFA project and liaising with maintenance service providers in consultation with the Administrator**.**
3. Process requisitions for activities on the USAID/RFA project
4. Ensure incoming enquiries or request for Finance and Administrative related information or documentation from RFA are promptly and adequately responded to.
5. **Accounting roles and Grants management**
6. Support financial roles of fundraising efforts.
7. Support in budget monitoring and management for RFA grant.
8. Processing the petty cash transactions and posting them in Accounting system.
9. Process payments by preparing requisitions, reimbursement forms and ensure that all support documents are complete with the appropriate supporting documents, reviewed and approved before processing for payment on RFA grant.
10. Make bookings of transactions in the quick books accounting system.
11. Ensure timely and efficient filling of payment vouchers and other supporting documents of the RFA grant expenses
12. Act as a backup to make payments.
13. Support in the preparation of Financial reports.
14. Follow up for supporting documentation and additional information required by the RFA programme Management unit from NCHRDU staff or service providers.
15. **Procurement.**
16. Secure quotations for goods and services required under USAID/RFA project, analyze them and present them on the Procurement committee, where he/she represents Finance and Administration department for the allocated grants**.**
17. Prepare and maintain approved procurement plans for the allocated grants**.**
18. Raise Local purchase orders, under the USAID/RFA project, for the supply of goods or and services and have them approved by the relevant signatories after due procurement procedures have been followed for the allocated grants.
19. Check and verify goods purchased under the USAID/RFA project are delivered consistent with the local purchase order and stored in appropriate places for the allocated grant.
20. Initiate payment requisitions for items supplied on the grant under the officers management.
21. Adhere to all administrative, financial and management policies set for NCHRD-U.
22. Perform any other duties as assigned by the immediate supervisor, Finance Director and Programs Director.

**Requirements for the position;**

1. Knowledge in use of accounting packages. Knowledge of Quickbooks accounting package is an added advantage
2. Experience in handling procurements
3. Experience in handling petty cash
4. Degree in Finance, Accounting or related field
5. Knowledge in using online payment systems is an added advantage.
6. Work experience in finance or Accounts department for NGOs for atleast 2 years. Experience in working with USAID funds, Danida funds and other European donors is key.
7. Degree in Finance, Accounting or related field
8. Atleast part way professional accounting course. (Either CPA or ACCA)

**Please forward your application to;**

The Human Resources Officer

National Coalition of Human rights Defenders – Uganda

Email; [info@hrdcoalition.ug](mailto:info@hrdcoalition.ug)

**Closing date: 15th January 2025.**