

FINANCE AND ADMINISTRATION MANAGER

Job Description

The finance and administration manager are responsible for performing a variety of financial and administrative duties. They are responsible for strategizing on and planning for financial goals by working daily to achieve and maintain the financial health of Uganda Association of Consulting Engineers (UACE). A finance administrator will maintain accurate records and is required to remain compliant with all laws and company policies at all times. The financial administrator should have high ethics, integrity, and accountability.

Job Duties

Financial duties include:

- I. Prepare and post receipts, deposits, purchase orders, invoices, refunds, and other standard bookkeeping tasks
- II. Manage accounts receivable and accounts payable
- III. Review and process reimbursements
- IV. Prepare, track, and reconcile ledgers and budgets
- V. Prepare and submit payroll
- VI. Create financial and inventory reports
- VII. Prepare and file company tax documents
- VIII. Identify and correct miscalculations and financial discrepancies
- IX. Run and update databases
- X. Develop and streamline operational efficiencies
- XI. Stay current with all regulations, requirements, and laws
- XII. Prepare and submit timely monthly financial reports to the Executive Director and Honorary Treasurer.

Administrative duties may include:

- I. Front desk customer service, including answering phones and greeting guests
- II. Keep a tidy and appropriate reception area
- III. Manage schedules for appointments and deadlines

- IV. Take clear messages and communicate effectively with customers, clients, team members, and management
- V. Develop and maintain administrative processes
- VI. Keep an organized file system

Job Requirements

- I. Bachelor's degree in finance, accounting, business or similar
- II. Proven work experience in roles of finance and administration or similar
- III. Practical experience with accounting software (such as QuickBooks), spreadsheets (such as MS Excel), and databases (such as MS Access)
- IV. Able to quickly learn and adapt to new software and processes
- V. A solid understanding of bookkeeping procedures including crediting and debiting appropriate accounts, posting entries to ledger accounts, and reconciling accounts
- VI. Effective written and verbal communication skills
- VII. Works well in a team environment and with upper management
- VIII. High level of critical thinking and logical analysis
- IX. Good organizational and time management skills
- X. Able to work well under pressure and meet all deadlines
- XI. Always keeps the highest standards of compliance and confidentiality