



## **JOB DESCRIPTION : PROJECT ACCOUNTANTS.**

**Job Title:** 2 Project Accountants

**Hours:** 40 hours per week

**Duration:** Permanent

**Responsible to:** Finance controller.

**Responsible for:** Grants and Donor Partners

**Organization:** Smart African Development Consortium (SADO).

**Location:** Smart African Development Consortium

P. O. Box:800334 Ntinda Plot 1191, Masembe Road

### **Role Description**

We are seeking detail-oriented and experienced Accountants to manage financial operations, ensure compliance with donor and regulatory requirements, and support financial decision-making.

The accountant will oversee budgeting, financial reporting, and internal controls to ensure transparency and accountability in the organization's financial management.

### **About You**

You will exhibit profound skills to ensure financial health and accountability of SADO Project Activities.

## **Main Responsibilities**

### **Budgeting & Forecasting**

Preparing, coding and managing project budgets, ensuring they align with financial goals of SADO.

### **Cost Tracking & Control**

Monitoring project expenses through use of voucher checklist, tracking actual costs against the budget, and identifying variances.

### **Billing & Revenue Recognition**

Ensuring accurate invoicing and revenue recognition based on health project milestones or contracts.

### **Financial Reporting**

Preparing financial reports related to project performance, profitability, and cost analysis.

### **Compliance & Audit Support**

Ensuring financial transactions comply with company policies, contract terms, and regulatory requirements.

### **Coordination with Stakeholders**

Working with project managers, finance teams, and clients to ensure financial transparency and efficiency.

Essentially, a project accountant ensures the financial health and accountability of projects from start to finish.

Actively contribute to the financial team in preparation of management accounts and Audits of the Organization

## **Summary of Main Terms and Conditions**

This is a full-time permanent post. Working hours are 40 per week, inclusive of meal breaks. The normal hours for this post are Monday to Friday, 9.00 a.m.

to 5.00 p.m. and based at SADO' s Belfast Office. However, the Consortium is a flexible employer and currently has a hybrid working approach and therefore the place of work will include both the office location and home-based working.

Holidays are 25 days annually plus birthday off, (plus statutory & customary days). The post is subject to a probationary period of up to 6 months.

The post-holder may be eligible for membership of the consortium' s Pension Scheme.

SADO is an equal opportunities employer. We welcome all applicants from all suitably qualified persons.

	<b>ESSENTIAL CRITERIA</b>	<b>ASSESSMENT</b>
<b>EXPERIENCE</b>	<p>A minimum of 3 years experience working in a financial department with demonstrated capacity to perform roles that includes:</p> <p>(i) Use of accounting package to enter data and generate reports.</p> <p>(ii) Preparation of Organizational budgets, reports and management accounts using GAAP</p> <p>(iii) Strong knowledge of financial regulations, donor compliance, and reporting, Taxation.</p>	<p>Application form, test presentation and interview</p>

<b>KNOWLEDGE/SKILLS</b>	Professional certification (e.g., CPA, ACCA) is an added advantage. Experienced knowledge with financial procedures  High level of integrity and attention to detail.	Application form, test presentation and interview
<b>OTHER REQUIREMENTS</b>	Committed to the Consortium' s vision, mission and values;	Application form, test presentation and interview
	Committed to Diversity, Equality and Inclusion and to working with diverse range of persons in Busoga Sub region.	Application form, test presentation and interview
	Able to attend meeting within Uganda and across the globe when appropriate.	Application form, test presentation and interview
	<b>DESIRABLE CRITERIA</b>	<b>ASSESSMENT</b>
QUALIFICATIONS.	Bachelor's or Master' s degree in Business Administration (Accounting/Finance Option) or a related field.  Professional Accounting course preferable ACCA, CPAU, CPAA .	Application Form

