



**We are hiring!**

### **JOB DESCRIPTION**

**Job Title:** Finance & Administration Officer  
**Reporting to:** Head of Finance & Administration  
**Location/Place of Work:** Kampala  
**Duration:** 24 months, renewable (subject to performance)

#### **Purpose of the role**

The National Organic Agricultural Movement of Uganda (NOGAMU) was established in 2001 as an umbrella organization bringing together the producers, processors, exporters and other business services support organizations, and other stakeholder institutions directly or indirectly involved in the organic sector in Uganda. NOGAMU is the voice and leader of the organic industry in Uganda.

**Job Summary:** The successful candidate will be assist NOGAMU's Head of Finance and Administration in implementing the company's financial strategy, financial processes, controls, member data base and reporting in a bid to promote accountability.

#### **Accountabilities & Responsibilities:**

- a) **Business administration.** Maintain accounts/book keeping. Make bank payments, e- payments and manage petty cash
- b) **Perform month-end closing procedures** including bank & float reconciliations, inventory counts. Prepare financial reports and coordinate audits with the Head of Finance & Administration.
- c) **Organic Farmers Markets and Shop Organic outlets.** Assist the Business Development Specialist to coordinate suppliers, customer deliveries & Inventory management for the organic shops and organic farmers' markets. Receive, verify, and maintain records and quality for stock items delivered ensuring existence of optimal levels of inventory.
- d) **Membership Coordination.** Provide membership support, maintain the membership data base & assist in membership surveys.
- e) **Procurement support.** Facilitate NOGAMU's procurement of goods and services in line with organizational policies.

- f) **Prepare statutory returns** (e.g., Tax and NSSF), working closely with related authorities to ensure full compliance.
- g) **Maintain the fixed asset register** and regularly conduct inspections to validate the condition of company assets.
- h) Any other role/duties assigned.

### 3. Pre-requisites

In order to succeed in this role, it is expected that you will have:

- a) High level of drive, initiative, motivation, commitment and professionalism.
- b) Basic Accounting or administration qualification; with CPA/ACCA Level I with at least 2 years of relevant experience
- c) Strong computer skills, in particular Microsoft Excel, Word and PowerPoint required.
- d) Confident using IT platforms and experience in database management will be an added advantage
- e) Excellent inter-personnel skills; ability to work as part of a team and independently with integrity.

### 4. Key relationships:

- Head of Finance & Administration (Line Manager)
- Head of Programmes, Head of Advocacy, CEO (liaison/support)
- Business Development Specialist (liaison/support)
- Support staff (Supervise)

Send application & resume/CV by email to [admin@nogamu.org](mailto:admin@nogamu.org) copy [annetnd@gmail.com](mailto:annetnd@gmail.com):-

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