



## Twaweza East Africa

### Job Location: Kampala, Uganda

Twaweza East Africa is a regional civil society organisation operating in Tanzania, Uganda, and Kenya. Our vision is of an open society built on the human impulse to make a difference, where information and ideas flow, all citizens engage, and government works better for people. For more information, please visit [www.twaweza.org](http://www.twaweza.org)

Twaweza is seeking a competent, effective, and energetic **Country Accountant** for the **Uganda office**.

**Start Date:** 01 May 2026

### Job Description

#### Job Summary:

You will be responsible for the overall country-level financial administration of Twaweza Uganda in accordance with legal requirements, the highest ethical standards, and internationally recognised financial reporting practices. This includes ensuring that income and expenditure are managed in line with legal requirements, organisational policies, the highest ethical standards, and internationally recognised financial reporting practices (IPSAS/IFRS).

You will prepare accurate monthly, semi-annual, and annual financial reports at the country level, ensuring that all documentation is well-organised and compliant with internal and external standards. You will ensure that country bank accounts are adequately funded and that payments are processed through preferred banking platforms in accordance with Twaweza policies.

The role also includes responsibility for country-level asset management, ensuring assets are properly recorded, maintained, and safeguarded in accordance with established asset management policies. Through these responsibilities, you will play a critical role in maintaining financial integrity, supporting strategic decision-making, and strengthening Twaweza's accountability.

#### Key Responsibilities:

##### **1. Financial Operations & Compliance**

- a. Perform timely bank reconciliations, investigate outstanding items, and escalate unresolved issues to the Regional Finance Coordinator.
- b. Review and validate all payments in Salesforce, ensuring complete documentation, accurate tax application, correct budget coding, and sufficient budget availability.
- c. Capture and upload payment voucher details into Xero, monitor workflow approvals, and follow up on rejected or delayed payments.
- d. Monitor credits to all country bank accounts, ensuring timely entry into Xero and the issuance of corresponding receipts. Ensure compliance with statutory requirements, including taxation, social security contributions, and filings with revenue authorities and registrars.

##### **2. Accounting, Reporting & Audit Support**



- a. Review account transactions regularly to guarantee accurate coding and financial integrity.
- b. Maintain well-organised electronic and, where necessary, physical archives of financial documentation for easy retrieval and audit readiness.
- c. Conduct pre-audit checks for payroll and non-payroll documents to ensure adherence to Twaweza policies.
- d. Work with the Regional Finance Coordinator to prepare for internal and external audits and collaborate with auditors to ensure smooth, successful reviews.
- e. Generate and provide insightful financial reports to staff and management using Xero, supporting decision-making and transparency.

### **3. Asset, Budget & Partner Management**

- a. Support oversight and reconciliation of organisational assets, ensuring accurate tracking and reporting.
- b. Scrutinise imprest requests and retirements in line with Twaweza policies, ensuring timely settlement.
- c. Manage contracts, payments, and budgets in collaboration with the Regional Finance Coordinator to ensure effective resource utilisation.
- d. Conduct needs assessments for partners in financial management, and design and deliver tailored training sessions to strengthen capacity.
- e. Perform all responsibilities within Salesforce where applicable, ensuring consistency and integration across systems.

#### General Responsibilities:

- A. Effectively implement the responsibilities outlined above, along with all assigned activities in approved workplans and budgets, in full compliance with Twaweza's policies and standards.
- B. Contribute meaningfully to the planning, monitoring, reporting, and dissemination of Twaweza's work, ensuring timely, accurate, and insightful inputs that support organisational learning and accountability.
- C. Work collaboratively with colleagues across units and countries, fostering mutual respect, cooperation, and a shared commitment to achieving results.
- D. Maintain clear, consistent communication by using internal platforms such as Salesforce, Google Calendar, and Skype, in line with Twaweza's coordination and accessibility expectations.
- E. Engage actively in organisation-wide learning initiatives, joint activities, and cross-functional exchanges to strengthen collective knowledge and innovation.
- F. Uphold and promote adherence to Twaweza's values, policies, regulations, and procedures, serving as a role model for ethical and principled conduct.
- G. Perform any other lawful duties as may be assigned by the Executive Director, contributing flexibly and constructively to the evolving needs of the organisation.

#### Qualifications & Experience:

- First degree in Accounting, Finance, or related field





- CPA (Intermediate Level) required
- At least 2 years of relevant work experience in accounting functions.
- Experience in NGO accounts and financial management.
- Practical experience using accounting packages, cloud-based systems, and MS Office.

#### Skills & Competencies:

- Excellent administrative, organisational, reporting, and planning skills.
- Strong attention to detail and ability to meet deadlines consistently.
- Ability to work independently, under pressure, and with minimal supervision.
- High integrity, impeccable reputation, and ability to maintain confidentiality.
- Strong interpersonal skills and effective time management.
- Initiative and drive to get things done efficiently and to a high standard

#### Terms and conditions

Twaweza offers an attractive, internationally competitive salary and benefits package.

#### How to Apply

Twaweza is an equal opportunity employer committed to gender equality; therefore encourages all qualified applicants to apply by **06 March 2026**.

To apply for this position, please submit the following documents in MS Word or PDF format to [recruitment@twaweza.org](mailto:recruitment@twaweza.org)

- **Your CV (max 4 pages)**
- A cover letter explaining your interest/motivation for working with Twaweza
- Two samples of your written work (e.g, minutes, reports, memos, or similar professional documents)
- **Names and contact details of 3 referees**

Please include **your name and the position** you are applying for in the subject line of your email. Only shortlisted candidates will be invited to interviews.

