

JOB DESCRIPTION FOR PROJECT ACCOUNTANT , UGANDA LANDCARE NETWORK (ULN)

Title: Project Accountant
Reports to: Head of Finance -ULN
Job Location(s): Lyantonde, Sembabule, Mubende, Kassanda and Kiboga.
Vacancies: (1) Position,

About ULN:

Uganda Landcare Network (ULN) is an association of individuals and institutions committed to the principles, philosophy and practice of Landcare in Uganda. ULN is registered as a trustee and a Non Governmental Organization (NGO) to champion Landcare activities nationwide.

Project Background:

Restore Africa is a 5-year program funded by Climate Asset Management (CAM) through the Global Evergreening Alliance (GEA). The program covers six Eastern and Southern African countries: Ethiopia, Kenya, Uganda, Malawi, Tanzania, and Zambia. In Uganda, the program is implemented by Catholic Relief Services (CRS) as the lead in partnership with CARE International, The Environmental Conservation Trust of Uganda (ECOTRUST), CIFOR-ICRAF, Uganda Landcare Network (ULN), World Vision Uganda, Caritas Moroto, Caritas Tororo, Caritas Hoima and Caritas Fort Portal. The project aims at restoring 560,000ha of degraded landscapes by planting 25 million trees in 34 districts in the West Afromontane, Mt. Elgon, and parts of the Karamoja regions through transformational land restoration, regeneration, and carbon sequestration, contributing to improved food security and diversified livelihoods and increased resilience to climate extremes for 352,500 smallholder farming households.

ULN is specifically implementing the RESAf project within the Pastoral rangelands of mid-western Uganda covering the districts of Lyantonde, Sembabule, Mubende, Kassanda and Kiboga. The ULN targets include growing 4,005,000 trees in restoring up 89,000 hectares of degraded landscapes, to benefit about 56,033 households by close of 2027.

Job Summary:

ULN is recruiting a full time project accountant to ensure the efficient financial management of RESAF project, including budget monitoring, reporting, and compliance with contractual obligations of ULN under RESAF project also organizational policies ; Project Implementation Unit guidelines; and overall donor demands.

Key Responsibilities

- 1. Financial Management:**
 - Maintain accurate financial records for the RESAFproject.
 - Prepare project budgets, forecasts, and cash flow statements.
 - Monitor expenditures to ensure they are within approved budgets.
- 2. Reporting:**
 - Prepare periodic financial reports (Monthly, Quartely and Annual) for internal use, donors, and stakeholders.
 - Conduct monthly reconciliations of accounts, including bank accounts.
 - Provide variance analysis and financial summaries.
- 3. Compliance:**
 - Ensure compliance with donor regulations and organizational policies.

- Oversee financial audits, including preparing documentation and responding to auditor queries.
- Ensure timely submission of statutory filings, including tax returns.
- 4. Budget Management:**
 - Support the program team in budget preparation and revisions.
 - Track budget utilization and highlight any risks or issues to project managers.
- 5. Internal Controls:**
 - Implement and monitor internal financial controls.
 - Identify risks and recommend improvements to financial processes.
- 6. Capacity Building:**
 - Train project staff on financial management policies and procedures.
 - Support partner organizations in strengthening their financial management systems.
- 7. Coordination:**
 - Collaborate with program and procurement teams to ensure alignment of activities with budgets.
 - Liaise with donors, auditors, and regulatory bodies on financial matters.

Qualifications of a Project Accountant

- 1. Education:**
 - Bachelor's degree in Accounting, Finance, or related field.
 - Professional certifications (e.g., CPA, ACCA, CIMA) are often preferred at least on Level III.
- 2. Experience:**
 - Minimum of 3–5 years of accounting experience, preferably in the NGO sector.
 - Familiarity with project accounting, donor-funded projects, and grant management.
- 3. Skills:**
 - Proficiency in accounting software (e.g., QuickBooks, SAP, Tally) and Microsoft Excel.
 - Knowledge of international financial reporting standards (IFRS) or generally accepted accounting principles (GAAP).
 - Strong understanding of donor compliance requirements (e.g., USAID, EU, UN, DFID, World Bank).
 - Excellent analytical, organizational, and communication skills.
- 4. Knowledge:**
 - Budget preparation, monitoring, and variance analysis.
 - Financial reporting for multi-currency projects.
 - Familiarity with procurement policies and procedures.
 - Understanding of local tax regulations and statutory requirements.
- 5. Personal Attributes:**
 - Integrity and ethical behavior.
 - Strong attention to detail.
 - Ability to work under pressure and meet deadlines.
 - Collaborative, team-oriented and donot targets mindset.
