

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
THE PFM REFORMS COORDINATION UNIT (RCU)
THE INTERGOVERNMENTAL FISCAL TRANSFERS (UGIFT) PROGRAM
TERMS OF REFERENCE AND SCOPE OF SERVICES FOR**

ACCOUNTANT

1. Background

The Government of Uganda is in the process of implementing the Uganda Intergovernmental Fiscal Transfer (UgIFT) Program for Results (PforR) during the period July 2020 to June 2024. The Program is supported by the World Bank.

The Program Development Objective (PDO) is to improve the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments (LGs) for the selected sectors. UgIFT originally supported local government health and education services, and is being broadened to include (i) LG water and environment services and (ii) micro and small-scale irrigation, and (iii) integration of services provided to refugees and host communities into the LG system. The expanded UgIFT supports both recurrent service delivery and the provision of infrastructure and equipment, including schools, health facilities, irrigation equipment, and water supply facilities.

2. Implementation

The UgIFT program is coordinated by the Ministry of Finance, Planning and Economic Development through the Budget Policy and Evaluation Department and with Public Financial Management Reforms Coordination Unit (RCU) responsible for management of the Government contribution. The implementation of the Programme is spearheaded by GoU mainstream structures in the line ministries, departments and agencies (MDAs). The oversight function of MoFPED requires that mechanisms are put in place to ensure that implementation of activities by the implementing MDAs is enhanced in a bid to strengthen related implementation processes and systems.

The GoU resources are managed using Government systems including the Public Finance Management Act 2015 together with the attendant Regulations and Instructions, and the Public Procurement and Disposal of Public Assets Act 2003. Financial management is handled using the integrated financial management system (IFMS).

The PFM Reforms Coordination Unit requires the services of an Accountant for purposes of strengthening the management of the GoU resources for UGIFT.

Scope of Work

Reporting to the Programme Finance Specialist, the Accountant will be responsible for:

1. Analysis of payment requests and reconciliation with approved documentation including local purchase orders (LPO) and contracts, among others.
2. Posting payment invoices into the financial management system in line with approved Program framework.
3. Preparing a summary of LPOs which are overdue with more than two months in the system.
4. Preparing monthly reports on outstanding payments/obligations including purchase orders and cross-check data captured on the financial management system against payment records.
5. Preparing schedule of payments in accordance with approved policies and procedures.
6. Ensuring all supporting documentation is attached and drawn from the appropriate funding source.
7. Maintaining control records for the contractual payments and ensuring all payments are within the contract limits.
8. Processing payment details in the IFMS and printing the vouchers.
9. Maintaining proper and requisite accounting records, including but not limited to cash books for all bank accounts.
10. Filing of all accounts documentation, vouchers, receipts and bank correspondences, etc.
11. Working as the project main contact to the bank and among others, deliver to and pick up from the banks all correspondence including bank statements and dispatch to the beneficiaries financial accountabilities.
12. Providing weekly status on outstanding payments, bank balances, cash transactions, and banking of the week.
13. Facilitate the tracking of Assets and updating of the Assets Register.
14. Managing program office imprest and ensure proper record keeping and accountability.
15. Undertaking other duties incidental to the above as will be assigned by management from time to time.

Outputs/Deliverables

1. Weekly Bank balances reports
2. Weekly advance management report
3. Activity Payment schedules
4. Monthly financial reports
5. Any other reports requested for from time to time.

Qualifications

1. A Degree in Accounting, Business Administration or related discipline from a recognized University is a requirement.
2. Must hold an accountancy professional certification e.g ACCA, CPA, CIMA.
3. Computer literacy with knowledge in the use of Accounting Software, Oracle, Navision and Microsoft Office Applications.
4. At least 3 years' experience in a similar role with a reputable public organization. Experience in public sector or donor funded projects is an added advantage.

Contract Arrangements

The assignment is intended for a period of one (1) year, but may be renewed based on need and satisfactory performance.