

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**  
**THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME**  
**(REAP)**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR**  
**SENIOR ACCOUNTANT**

**A. BACKGROUND**

The Government of Uganda (GoU) has, since the early 1990s, been pursuing strategic reforms in Public Financial Management (PFM) systems aimed at supporting Government's goal of poverty eradication through the achievement of good governance, sustainable growth targets and a stable macroeconomic environment as reflected in the National Development Plan and Vision 2040.

Government is implementing the Resource Enhancement and Accountability Programme (REAP) as the prime framework for the implementation of Public Financial Management (PFM) Reform Strategy (2018-2023). The overall objective of the REAP is to enhance resource mobilisation, improve planning and public investment management, and strengthen accountability for quality, efficient and effective service delivery.

The programme is jointly funded by the Government of Uganda and multi-donor basket funding arrangement agreed under a Memorandum of Understanding (MoU). A Public Expenditure Management Committee (PEMCOM) provides policy guidance to the reform efforts coordinated around the PFM Clusters.

Implementation of REAP involves a significant amount coordination effort at all levels. This coordination requirement continues to be met through provision of contract staff supporting the Government Task Manager.

A PFM Reforms Coordination (RCU) was set up to facilitate implementation of the Reforms through the Resource Enhancement and Accountability Programme (REAP) and support other high value service delivery projects currently; the Global Fund to Fight Aids, Tuberculosis and Malaria, and the Uganda Intergovernmental Fiscal Transfers Program (UgiFT).

The Ministry wishes to fill the position of Senior Accountant in the RCU. Reporting to the Programme Finance Specialist, the Senior Accountant will carry out the following duties:

**Disbursements/ Payments;**

1. Performs appropriate classifications, coding, recording and/or processing a variety of accounting documents by examining invoices, travel expense claims, vouchers and purchase orders prior to payment.
2. Process disbursements/payments for project activities and ensure safety and economy and efficiency.

3. Prepare contract cards to track payments to & liabilities due to long term contracts and timely escalation of issues.
4. Support the preparation of payroll documentation and salary payments.
5. Ensure update of all financial transactions on the Programme computerised financial management systems.
6. Responds to questions and inquiries of the implementers with regard to invoice and purchase order status, travel documentation, procedures, budget, and corrections.

**Financial Reporting;**

7. Maintain accounting records as described in the Financial Management Manual, and prepare financial and management reports, including:
  - a. Monthly status of funds report
  - b. Summary of sources and uses of funds
  - c. Project cash forecast – Monthly, Quarterly, and annually
  - d. Statement of Expenditure (SOE) Withdrawal schedule
  - e. Statement of Expenditure projections
  - f. Special Account Statement
  - g. Statement of Expenditure and Financing
  - h. Debtor and Creditor Registers
8. Maintain an advances register; and review and follow up the retiring of activity advances
9. Reconcile all Bank accounts on a monthly basis and escalate any issues in timely manner
10. Reconcile supplier account statements and utility accounts
11. Prepare budgets for recurrent operational costs and development costs.
12. Prepares assigned year-end audit work papers and provides assistance to the auditors as needed
13. Provide financial information for internal review.
14. Undertake any other duties incidental to the above as may be assigned by management from time to time.

**Outputs /deliverables;**

1. Weekly expenditure reports
2. Monthly bank reconciliation reports
3. Monthly advance reports
4. Annual statement of financial reports
5. Monthly financial reports
6. Any other reports requested for from time to time.

## **Qualifications**

1. An honors bachelors degree majoring in accounts or equivalent, from a recognized university/institution.
2. Postgraduate training and qualification in finance, accounting or related discipline is an added advantage.
3. Professional qualification e.g. ACCA, CPA.
4. Membership of a professional accountancy body with membership of the International Federation of Accountants.
5. A minimum working experience of four (4) years as an Accountant in public sector donor funded projects.
6. Basic computer skills and knowledge of automated financial management systems

## **Key Competencies**

1. Competent IT skills, including the competent use of the Microsoft Office Applications.
2. Excellent communication skills.
3. Excellent interpersonal skills, including the ability to relate well with a multiplicity of stakeholders.
4. An unquestionable level of personal integrity.

## **Contract Arrangements**

The assignment is intended for an initial contract duration of one (1) year which may be renewed based on need and satisfactory performance.