



## **Vacancy Role: Financial Officer**

SEMA is seeking a diligent accountant to manage and oversee its financial accounts, expenses and budgets. SEMA is an accountability start-up that gathers citizen feedback to improve public services in Uganda. SEMA has its headquarters in The Netherlands and a branch office in Uganda. We are about to grow to become a bigger organisation, that comes with the urgent need to operate under accountable and reliable financial management.

This position is based in Kampala (our working space is in Ntinda), for at least 24h/week on a flexible schedule (minimum 4 days per week). However, a full time position can be envisioned for this role depending on availability and experience of the successful applicant.

### **Your responsibilities:**

- Manage SEMA's expenditures and accounts in Quickbooks
- Manage and file hard copy receipts, vouchers and records
- Execute and oversee contractual financial obligations
- Processing invoices and other payments
- File monthly and annual returns
- Monthly and annual bank reconciliations
- Assisting in the preparation of budgets
- Assist in the monthly reporting of Actuals vs Budget for individual projects and overall Budget performance
- Strong and active participation in the anticipated changes in the current Financial system (Create and refine Procedures and Processes for control and Governance of the financial transactions)
- Liaise with other SEMA entities in the transfer of funds and settlement of expenses incurred by other SEMA entities.

### **What we are looking for:**

- Completed degree in Financial Accounting, at least level 2 of CPA or ACCA
- Experience with using (online) Quickbooks
- Proficient in Google Sheets, and Microsoft Excel
- Work experience in an accounting- or financial management position for 1-5 years (remuneration will depend on experience level), experience in a non-profit organisation is a strong asset
- Proactive and hands-on attitude



- Experienced team player
- An interest in social accountability and social impact initiatives
- Excellent English speaking and writing skills; Luganda and other languages are strong assets.

**We offer you:**

- Competitive remuneration commensurate with experience, skill set and time allocation.
- Flexible schedules based around the work that needs to be done (forget the 9 to 5).
- The chance to be part of a transparency movement that changes government performance working internationally.
- A fun, fast-paced environment with a fun team in a cool startup hub.

**How to apply:**

**Only applications with the following materials will be selected:**

- **An e-mail to [info@talktosema.org](mailto:info@talktosema.org) containing:**
- **The subject line “Application: Financial Officer”**
- **Attached, a 2-page CV (please limit your CV to 2 pages only)**
- **Attached, a 1-page motivation letter**
- **Two professional references we can contact**  
*Keep in mind, we look for high quality work and technical ability in those who apply. So sending a badly formatted e-mail, CV, letter, or disregarding these specifications does not reflect well on your application.*
- **Apply by 1st September 2020.**