



Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses, and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centres on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs. For more information, please visit www.seedglobalhealth.org

Position Summary:

The Finance Associate contributes his/her energy, passion, and skills primarily to supporting Seed's Uganda country program, in a fast-paced office during a time of rapid growth. The position is based in **Kampala, Uganda**. The Finance Associate will be engaged on a short-term contract role for 6-months and reports to the Senior Finance and Administration Manager and works closely with all Uganda team members.

Duties & Responsibilities

- Keeping records and documenting financial processes/transactions in accordance with Seed's bookkeeping guidelines.
- Assist in requisitioning and processing of vendor payments during peak periods.
- Implement the accounting system by posting transactions accordingly in the ERP - Tracking requisitions, issuing invoices, and handling payments per approved workflows.
- Assist in the processing of requisitions, reviewing account payables/receivables, and as well support purchases in accordance with documented procedures.
- Assist in collaborating with the program department to reconcile travel advances on a monthly basis.
- Support audit exercises (internal & external).
- Assisting on other monthly and periodic close tasks as assigned by the supervisor including review/preparation of operating budgets, financial statements, and reports.
- Cover the finance/administration department team members during times of leave and/or out of office periods.
- Perform other related duties as required/assigned.

Requirement qualification, skills, and abilities.

- A Bachelor's degree in finance/Accounting discipline or related field.
- At least 2 years' progressive experience in a busy NGO setting.
- Excellent knowledge of MS Excel and ERP accounting systems such as Navision or 365 Business Central.
- Excellent knowledge of accounting policies in a typical NGO setting.
- Good organizational skills.
- Strong analytical and problem-solving skills.
- Excellent collaboration and communication skills.
- Detail and result oriented.
- High integrity, excellent mathematical skills, and an understanding of data privacy standards.
- Excellent time management skills.

Working Conditions:

- Seed Uganda office
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day
- Up to 10% travel may be required domestically and/or internationally

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

Expected start date: The position is to be filled very soon for a 6 months contract and it is preferred the person starts at the latest by June 1, 2023. Applications shall be reviewed on a rolling basis.