



## LEGAL AID SERVICE PROVIDERS NETWORK

The Secretariat, Plot 3, Kent Lane, Kamwokya, Kampala – Uganda.

### JOB ADVERTISEMENT

The Legal Aid Service Providers Network (LASPNET) is a Non-Governmental Organisation established in Uganda to harness, strengthen, and sustain synergies across the country among Legal Aid Service Providers (LASPs) in complementing Government of Uganda's efforts for enhancing access to justice. The Democratic Governance Facility (DGF) has given support to LASPNET towards implementation of project activities across the Justice, Law, and Order Sector with focus on improving coordination structures, monitoring and evaluation frameworks, policy reform approaches, capacity building initiatives, and various strategic mechanisms for taking a more proactive role in setting legal aid agenda. LASPNET wishes to recruit a qualified person at the Secretariat to support its membership and staff in fulfilling these tasks.

**Job Title:** FINANCE AND ADMINISTRATION OFFICER

**Purpose:** To oversee the overall financial and administrative operations of the Network.

**Responsible to:** The National Coordinator

#### **Financial Duties and Responsibilities**

- Establish and implement financial procedures in line with organisational requirements, including timely and accurate recording of all financial transactions in line with organisational and donor requirements and deadlines.
- Provide financial management advice on revisions of budgets, preparing periodical forecasts and any changes needed, establishing accurate and timely information for budget monitoring and reporting progress of programme funds.
- Disbursement of cash advances and reconciliation to ensure recovery, monitoring of the petty cash and bank balances to ensure sufficient funds are always available depending on the programme needs.
- Supervise the management and reconciliation of bank and cash accounts, preparation of the weekly cash counts and monthly financial records including cashbooks and resource accountability and effective management for records as required for auditing.
- Oversee the compilation and filing of regular financial reports and budget records.

#### **Administrative Duties and Responsibilities**

- Identify, establish, and manage an effective working system at the LASPNET Secretariat.
- Establish and implement administration and logistics procedures in line with organisational requirement
- Coordinate and manage all procurement and logistics activities including proper management of staff and assets.

#### **Other Duties and Responsibilities**

- To undertake other official duties as required by the National Coordinator from time to time
- To work flexibly with others and maintain confidentiality over personal information relating to staff and members

#### **Essential Competencies**

- Qualified Accountant (BA, BSc, ACCA, CIMA, CPAU or equivalent) including relevant post qualification training
- At least 5 years relevant experience in a finance/administration function
- Sound understanding of working with in NGOs or project-based institutions with proven financial analysis and forecasting ability
- Production and interpretation of management accounts including ability to support and guide other nonfinancial staff
- Communication and reporting skills (verbal and in writing), ability to prioritise and demonstrate time management skills
- Good computer literacy with knowledge of accounting packages
- Fluency in the English Language

To apply for this position, send an email to:

The National Coordinator

**Tel:** +256(0)312513733

**Email:** [secretariat@laspnet.org](mailto:secretariat@laspnet.org)

**Website:** [www.laspnet.org](http://www.laspnet.org)

