



## EXTERNAL JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under section 52 of the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A world class, global leader in sustainable forest management", while its Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit qualified Ugandans to fill the following position.

**POSITION:** ACCOUNTS AND ADMINISTRATION ASSISTANT (2 POSITIONS)  
**Reports to:** Range Manager/Plantation Manager  
**Duty Station:** Field based and ready to work in hard to reach areas  
**Salary Scale:** NFA 6  
**Terms of Employment:** Three (3) year contract (Renewable)

**Job summary:** To provide day to day financial management and administrative services.

### Responsibilities and tasks:

- Prepare and submit payment vouchers for processing.
- Prepare and submit revenue and expenditure returns as per the stipulated timelines.
- Help clients to generate payment registration slips, receipt and bank all revenue collected.
- Participate in updating licensees' register in Central Forest Reserves.
- Maintain books of accounts and update payables and receivable ledgers.
- Ensure compliance with internal controls.
- Maintain and update the fixed asset register.
- Prepare and maintain stores records.
- Prepare work plans and budgets.
- Compile and submit timely monthly fuel utilization reports.
- Supervise and manage activities and payments of casual workers.
- Support Human Resource, procurement and disposal functions.
- Contribute to the revenue generation and sustainability initiative of NFA.
- Perform any other duties as assigned by the supervisor.

### Qualifications, work experience and interpersonal attributes/competences:

- A Bachelor's Degree (Honors) in Commerce, Business Studies/Administration with a bias in accounts/finance or full professional qualification in accounting.
- Minimum of two (2) years working experience performing accounting or auditing functions in a reputable organization.
- Minimum of twenty-five (25) years of age.

- Good decision making and leadership skill.
- Critical thinking and attention to detail.
- Analytical and good communication skills.
- High level of integrity, resilience and reliability.
- Management, team building and organizational skills.
- Computer proficiency.

### **Criteria for application**

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on 31<sup>st</sup> May 2024 or send soft copies to [recruit@nfa.go.ug](mailto:recruit@nfa.go.ug).

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

**NFA is an equal opportunity employer and women are encouraged to apply.**

Applications should be addressed to:

**The Executive Director**

**National Forestry Authority**

**Plot10/20 Spring Road, Bugolobi**

**P.O. Box 70863, Kampala-Uganda**

**Tel: 0312 - 264035/6; 0414-360400**