



SHORT TERM VOLUNTEER OPPORTUNITY

Background information about PCAU

The palliative care Association of Uganda (PCAU) is the National Association for Palliative care in Uganda. PCAU was established in 1999 and registered as a Non-Governmental Organization (NGO) in 2003. PCAU is an the umbrella organization for palliative care providers and stake holders with wide membership, strong, supportive partners and a mandate to work hand in hand with the Ministry of health in strengthening health care systems for palliative care services provision. The mission of PCAU is to accelerate the integration of palliative care in the Uganda health care system through capacity building, advocacy, and research and resources mobilization.

PCAU is looking for:

A suitably qualified and energetic person with a dream of building their professional career in a dynamic and fast growing organization to fill work as volunteer Accounts Assistant for a period of 3 months.

Role Brief of the Volunteer Accounts Assistant

The Volunteer Accounts Assistant will have the primary responsibility of supportive role to the Finance and Accounts department. Taking Care to maintain good and safe stewardship of funds.

Specific Roles and responsibilities

- To assist in processing of staff payroll in compliance with Uganda laws.
- Assisting the Finance Officer in maintain an accessible filing system for the finance department
- Support in monthly stock taking of PCAU Inventory
- Manage Petty Cash payments
- Support Finance administrative roles
- Assist in any other duties that may be assigned.
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General professional competencies required

- i. At least 1 year of relevant work experience in accounting or finance and administration
- ii. Bachelor's degree in Business Administration, Commerce or Finance
- iii. Highly proficient in using Microsoft Word, Excel, Power and QuickBooks, which will be necessary for the creation of both visually and verbally engaging informative materials.
- iv. Good interpersonal skills, result-driven, highly motivated, creative and analytical, strategic thinker, have an ability to work comfortably in a collaborative setting.

HOW TO APPLY:

Interested candidate, submit your application together with your updated curriculum vitae and copies of testimonials as one document in Microsoft Word or PDF format to address below by 15th November 2018.

The Country Director, Palliative Care Association of Uganda P.O Box 37220, Kampala-Uganda
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