



AGRICULTURAL BUSINESS INITIATIVE

TERMS OF REFERENCE

SHORT TERM TECHNICAL ASSISTANCE (STTA) POSITION IN THE FINANCE UNIT

1. Background

Agricultural Business Initiative (aBi) is a multi-stakeholder entity co-founded in July 2010 by the Governments of Denmark and Uganda with an objective of promoting private sector agribusiness development to enhance wealth creation in Uganda. aBi is supporting agribusiness development in the private sector to achieve the objective of the Government of Uganda's Competitiveness and Investment Climate Strategy (CICS).

The mandate of aBi is to support the private sector actors to increase their contribution to the agricultural sector by increasing land and labour productivity, and market competitiveness thereby contributing to poverty reduction through economic growth, wealth, and employment creation.

The Finance department is in need of short term support to perform various tasks for a period of six (6) months, renewable on the basis of need and availability of resources.

2. Objectives of the Assignment

aBi seeks to hire a short-term technical personnel to support the Finance department by efficiently managing and organizing financial documents, ensuring compliance with aBi's procedures, and maintaining accurate financial records. This includes tasks such as document retrieval, filing, payment voucher processing, tax compilation, and reconciliation of financial balances. The goal is to enhance the department's operational efficiency and accuracy, thereby supporting the overall financial management and reporting functions.

3. Scope of Work

The STTA roles shall include, but not be limited to, the following:

- On request, assisting with the retrieval of documents; making copies if the requestor needs them and taking personal responsibility for ensuring that documents are returned to the correct place after use.
- Organizing files so that they are easily accessible; moving outdated files into the archive.
- Putting documents into the appropriate file within a week of document being generated.
- Reviewing documents to ensure completeness and stamping them to verify readiness for filing.
- Ensuring that all documentation is filed according to aBi's procedures.
- Raising Payment Vouchers in Dynamics 365 Business Central accounting system.
- Compiling WHT & VAT into an excel sheet and the URA return file to enable monthly return filing.
- Generating WHT certificates off the URA portal and engaging Financial Institutions about the same where withholding tax was not remitted to URA to file and provide WHT certificates.
- Reconciling vendor balances to the trial balance monthly.
- Reconciling staff imprest balances monthly and following up on overdue staff accountabilities.
- Preparing cash reports monthly in excel.
- Reviewing the general ledger for accuracy of activity codes and appropriateness of balances within each ledger.
- Reviewing accountabilities received.

Any other duties as assigned by the Finance Manager and Head of Finance from time to time.

5. Liaison and reporting

The STTA shall work under supervision of the Finance Manager and will be working closely with the Finance Officer.

On completion of the assignment, the STTA will submit all the working tools which were given to him/her to the Finance Manager.

6. Time Frame

This assignment is expected to run for six (6) months with extensions where necessary. The STTA will work 5 days a week or as required.

7. Required Qualifications and Experience

- The ideal candidate shall be a holder of a Bachelor's Degree in any Business related course for example, Bachelor of Commerce, Bachelor of Business Administration, Bachelor of Science in Accounting, Bachelor of Science in Finance, Bachelor of Arts in Economics majoring in Accounting.
- Knowledge and previous experience in accounting.
- Must possess analytical, numerical, and problem-solving skills, paying much attention to detail, good Interpersonal relations, and good communication skills, self-driven or ability to work with minimum supervision.
- Familiarity with basic MS applications especially MS Excel spreadsheets, MS PowerPoint and MS word, excellent English language skills, both verbal and written.

How to Apply:

Please send your applications to vacancy@abi.co.ug indicating the **Position Title** in the email subject line. All documents should be combined into a single PDF file, with the total size not exceeding 5MBs. The deadline for submissions is **Thursday, 20th March 2025 at 5:00 pm**. Please note that only shortlisted candidates will be contacted. Canvassing will lead to disqualification. Hardcopy applications will not be accepted.