JOB VACANCY

Finance and Administration Assistant

About Warrior Squad Foundation

Warrior Squad Foundation (WSF) is a registered Ugandan indigenous non-profit organisation founded in 2005 and headquartered in Kotido. WSF works across the Karamoja sub-region in governance, peace and security; food and nutrition security; climate resilience and natural resource governance; health; and education. Our mission is to empower poor and vulnerable people to overcome poverty and its injustices.

WSF invites applications from suitably qualified and motivated Ugandans to fill the position below.

Position	Finance and Administration Assistant
Number of posts	One (1)
Reports to	Senior Finance Officer
Duty station	Kotido or Kaabong (as assigned), with travel within Karamoja
Contract	Full time, fixed term, renewable subject to funding and performance

Job Purpose

The Finance and Administration Assistant supports the effective management of WSF's financial transactions, accounting records, administrative functions and procurement documentation, in line with the WSF Finance Manual and Procurement Policy, donor requirements and Ugandan law.

Key Responsibilities

- Verify payment requests and supporting documents, and prepare payment and receipt vouchers.
- Record transactions accurately in the Odoo ERP system with correct project, activity and budget line coding.
- Maintain the cashbook and petty cash, and assist with monthly bank and petty cash reconciliations.
- Support budget monitoring, financial and donor reports, and audit preparation.
- Support computation and remittance of statutory deductions (PAYE, Withholding Tax, NSSF and Local Service Tax).
- Maintain organised financial, administrative and staff records, office registers and correspondence.
- Coordinate staff travel, meetings and workshops, and manage office supplies.
- Prepare procurement documents, obtain quotations, verify goods received and maintain the asset register and inventory.
- Provide finance and administrative support to project teams and follow up on staff advances and accountabilities.

Qualifications and Experience

- A Diploma or Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, Commerce or a related field.
- At least one to two (1 to 2) years of relevant experience in finance, accounting or administration, preferably with an NGO or donor funded project.
- Working knowledge of computerised accounting software (Odoo, QuickBooks, Sage or similar) and Microsoft Excel and Word.

- Knowledge of basic accounting principles, financial controls and procurement procedures.

Added advantage: part or full CPA or ACCA qualification, experience with donor funded projects, knowledge of Ugandan statutory requirements, and ability to speak Ngakarimojong.

Key Competencies

- High integrity, honesty and accountability, with strong attention to detail.
- Strong numerical, record keeping and organisational skills.
- Good communication skills in English and ability to maintain confidentiality.
- Ability to work under minimum supervision, meet deadlines and work in hardship areas.

How to Apply

Interested candidates should submit the following, addressed to the Executive Director, Warrior Squad Foundation, P.O. Box 870136, Kotido:

- A cover letter (not more than one page) stating suitability for the position.
- A detailed CV with three (3) professional referees, including the most recent supervisor.
- Copies of academic certificates, transcripts and National ID.

Applications may be delivered by hand to the WSF Head Office, Moroto Road, Kotido Municipality, or emailed as one PDF to **info@wsfug.org** with the subject line **"Application: Finance and Administration Assistant"**.

Deadline: Monday, 2nd November 2026, 5:00 pm East African Time.

Important Notes

- Only shortlisted candidates will be contacted.
- WSF is an equal opportunity employer. Qualified women and candidates from Karamoja are strongly encouraged to apply.
- WSF is committed to safeguarding children and vulnerable adults. The successful candidate will be required to sign and comply with the WSF Code of Conduct and Safeguarding Policy, and will be subject to reference and background checks.
- **WSF does not charge any fee** at any stage of the recruitment process. Report any such request to info@wsfug.org .

29th October 2026