



Kyegegwa District  
Kyaka II Refugee Settlement.  
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## JOB ADVERTISEMENT

On 29<sup>th</sup> April, 2026

### 01. FINANCE OFFICER

<b>Organization:</b>	SPOKES AFRICA
<b>Positions</b>	Finance officer ( <b>1 position</b> )
<b>Work Station</b>	Kyaka II Refugee Settlement
<b>Job Type</b>	Full-Time
<b>Application Deadline</b>	10 <sup>th</sup> May, 2026 (5h00pm)

### About SPOKES AFRICA

SPOKES AFRICA is a youth-led, refugee-led, and community-based organization operating in Kyaka II Refugee Settlement, Uganda. We are dedicated to empowering youth and women through entrepreneurship training and sustainable livelihood initiatives, advancing environmental protection. By combining grassroots leadership with innovative solutions, SPOKES AFRICA empowers youth and smallholder farmers through entrepreneurship, skills development, business incubation, and innovative livelihood solutions that create lasting social and economic impact.

### Position Summary

SPOKES AFRICA is implementing the **SmartHive Project**, an innovative initiative that promotes youth employment, modern beekeeping, environmental restoration, value addition, and entrepreneurship in Kyaka II Refugee Settlement. To support implementation, we invite qualified and motivated individuals to apply for the following positions:

#### Finance Officer:

The Finance Officer will be responsible for managing the financial operations of the organization and project, ensuring accountability, transparency, and compliance with financial policies, statutory obligations, and donor requirements. The role includes budgeting, bookkeeping, tax filing, financial reporting, and strengthening staff capacity on financial compliance and accountability.

### Key Responsibilities

- Manage day-to-day financial transactions, payments, and receipts.
- Maintain accurate accounting records and filing systems.
- Prepare monthly, quarterly, and annual financial reports.
- Support budgeting, forecasting, and cash flow management.
- Ensure compliance with donor requirements, tax regulations, and internal controls.

- Process payroll, staff advances, and reconciliations.
- Monitor project expenditures against approved budgets.
- Support procurement and asset management processes.
- Prepare documents for audits and financial reviews.
- Provide financial guidance to project staff and management.

### Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- Minimum of **3 years' experience** in finance, accounting, or grants management.
- Experience working with NGOs, social enterprises, or humanitarian organizations is preferred.
- Proficiency in Microsoft Excel and accounting software.
- Strong knowledge of budgeting, reporting, and financial controls.
- High level of integrity, confidentiality, and accountability.

### Required Skills and Competencies

1. Strong analytical and numerical skills.
2. Excellent attention to detail and accuracy.
3. Good communication and teamwork skills.
4. Ability to work under pressure and meet deadlines.
5. Problem-solving and decision-making ability.
6. Flexibility and willingness to travel when required.

### Special Requirement

The ideal candidate must demonstrate the **ability to work effectively in remote, rural, and refugee settlement settings**, with sensitivity to multicultural communities and challenging operational environments.

### How to Apply

Interested candidates should send their **CV** (with at least 2 referees), **cover letter**, and **academic documents** to [spokesafrica@gmail.com](mailto:spokesafrica@gmail.com) or [twizergad@gmail.com](mailto:twizergad@gmail.com) with the subject line: **Application – Finance Officer**. (For more information, please reach out to us through **+256 783238793** or visit our website <https://spokesafrica.org> )

Only shortlisted candidates will be contacted.

**Note: SPOKES AFRICA is an equal opportunity employer. Youth, women, refugees, and qualified persons from diverse backgrounds are strongly encouraged to apply. The application process is entirely free of charge at all stages.**