

JOB OPPORTUNITY – FINANCE AND ADMIN OFFICER, Kampala Ugandan Nationals Only

Background:

Vétérinaires Sans Frontières Germany (VSF Germany) is a non-profit organization that has been working in the Greater Horn of Africa since 1998. VSF G's headquarter is in Berlin with a regional office in Nairobi, Kenya. VSF G is legally registered and operates in Ethiopia, Kenya, Somalia, South Sudan, Uganda and Sudan. VSF G works with people whose livelihoods is based or closely linked to livestock, namely: pastoral and agro-pastoral communities, and service providers in the livestock sector including fisheries, apiculture, local authorities and partners.

VSF Germany seeks to recruit a well rounded, qualified and well experienced finance and admin officer to support the projects in Uganda. The initial contract will be for 1 year with possibility of extension dependent on performance and/or funding. This position is designed to have very regular field travels within Uganda and sometimes to very remote areas. The post holder will undertake the following duties/responsibilities:

Key responsibility areas include, but are not limited to:

- Grant Management support in assigned projects
- Provide financial, logistical & administrative support to the projects
- Implement donor financial regulation in funds management
- Manage the Projects finance and oversee all local procurement ensuring that donor and Organization's policies are adhered to.
- Manage the project petty cash, keeping records of all field financial transactions.
- Submit monthly returns both hard copies and soft copies to the regional office.
- Prepare backups of financial documents both hard and soft copies
- Support preparation of cash forecasts, requests and submission to regional office to ensure flawless cash flow.
- Assist in monitoring of expense levels to avoid over expenditure and mis-postings of expenses.
- Support Program Manager and field staff in drafting budgets, preparing field documentation and submission of field returns.
- Manage contracts with 3rd parties and supervise services rendered to the projects.
- Ensure stock cards and fuel cards are well kept with up to date fuel usage and stock records.
- File and manage staff contracts at field level
- Supervise support staff as appropriate.
- Follow up on field staff leaves and share with line managers
- Ensure that Timesheets are prepared well and in time each month
- Report monthly on finance and admin aspect in the prescribed manner

Person Requirements/qualifications

- Degree in accounting or related discipline from a recognized institution.
- Qualifications as a Certified Public Accountant is mandatory
- At least 3 years' hand-on experience in similar position.
- Experience working with Non-Governmental Organization(s) will be an added advantage,
- Computer literacy with good command in Microsoft office a must
- Excellent negotiation and communication skills.
- Knowledge of any accounting software is an added advantage. Navision/ Dynamic 365 BC more desired.
- Ability to work in a diverse team, impartiality and able to work under strict deadlines.

How to apply:

Interested and qualified candidates should submit an application letter indicating current pay and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts through: <https://forms.gle/RBkFjhMTNXymCBqZ8>

Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is **Friday, 13th February 2026**, before 16:00 pm.

Disclaimer:

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents