



Profile Finance & Administration Officer

Agriterra Uganda

Agriterra

Agriterra is a network organisation of Dutch agri-employers' organisations and companies. It has a vision that farmers' associations and cooperatives can have a positive influence on development through speeding up the process, and ensuring a more equal distribution of income and an enhancement of democratic decision-making and relations.

Agriterra mobilises hands-on experience from the Dutch agricultural sector via the so-called Agripool. Experience-based knowledge is increasingly important to fulfil the demands of private enterprise wishing to connect with smallholders, so we have developed a new business strategy to reflect the changing business environment.

The aim of Agriterra is making cooperatives bankable.

Agriterra targets those cooperatives or other farmer owned enterprises, who are ambitious, have good management, who want to professionalise their performance, who are ready for change and who have plans to invest in order to expand their business.

Agriterra's support is especially based on technical support from experts from the Dutch agricultural and cooperative sector. The advisory services can be applied to all aspects of the business planning process, access to finance trajectory or the implementation phase.

Currently we are looking for a **Finance and Administration Officer** to strengthen our team in Uganda.

Profile:

- Formal education in Accounting (CPA), Business Administration, or similar study
- Computer literate (MS Office, Accounting software (Pastel, Tally, salary payments)
- Fluent in English and Luganda. Nyankole is an advantage
- Over 3 years of experience as an accountant or controller
- Appreciative communication skills and attitude
- Organised, pro-active, team-oriented and target-driven
- Self-gearred (able and willing to work independently)
- Entrepreneurial: eager to look for solutions and improvements
- Flexible (no 9-5 mentality), able and willing to travel to rural areas on occasion
- Committed to smallholder farmers' economic development

Activities and responsibilities:

- Project financing clients and tracking this annually
- Monitor all invoices and payments to contractors to ensure compliance to contracts and reconciliation of payments vs budgets.
- Monthly payments (salary, NSSF, Paye etc.)
- Responsible for day-to-day financial administration
- File all Agriterra's statutory returns with relevant government ministries and agencies.
- Prepare monthly/quarterly/annual financial statements for Agriterra, including cash flow forecasts, revenues vs. expenditures and net cash positions.

Administration and logistics

- Coordinate planning assignments for Dutch consultants
- Coordinate logistics (travelling staff to clients/hotels)



- Ensure timely reporting on KPIs and progress made
- Assist in preparing clients for mid-term review and annual project audit
- Maintain and review the most appropriate and efficient ICT system
- Keep accurate and up-to-date records of legal and tax framework

We will start on consultancy basis, for at least 6 months, with the intention to extend, contract basis.

You can join the team, in and outside of Uganda, as Agriterra is a multi-national organisation. Team Uganda consists of 6 business advisors and 4 consultants. The goal is to expand further in Uganda, and you can be part of it!

Kindly send your CV and motivation letter to Taco Hoekstra hoekstra@agriterra.org