

**Finance and Administration Consultant for Uganda Office- Part-Time, Three Months**

**SUMMARY**

Wellspring Advisors, LLC is seeking a seasoned finance professional, based in Kampala, to provide assistance in overseeing finance and administrative functions of a five-person office. Must be a self-starter, well-organized, flexible, and be comfortable working in a fast-paced environment. Commitment to social justice/human rights issues in Uganda a plus. The position will report jointly to Wellspring's NYC-based Controller, and Wellspring's Uganda Country Program Manager. Position is envisioned to be part-time (three days/week) for approximately three months – with the possibility of a longer-term, permanent position after review.

**KEY RESPONSIBILITIES**

- Design and administer the Company's accounts payable and banking relationships.
- Retain supporting documentation for audits
- Reconcile accounts and report actual vs budgeted spending
- Select and implement the Company's general ledger system
- Maintain logs of cash spending and balances, and fixed asset inventory
- Maintain necessary details for VAT, Income Tax, and consultant tax withholdings
- Coordinate with tax accountants, auditors, bankers and attorneys as needed
- Develop and maintain the organizations' insurance portfolio
- Coordinate the payroll process and its withholdings.
- Coordinate travel for local and US staff as well as support in-country convenings as and when required

**QUALIFICATIONS**

- 5+ years of relevant professional experience
- Chartered accountant
- Undergraduate degree in finance, accounting or related field
- Team player with strong communication skills
- Attention to detail
- Commitment to social justice issues
- Ability to handle confidential information with complete discretion

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**TERM, SALARY AND BENEFITS**

The position is for approximately three days/week, for three months – with a possibility of renewal or transition to a full-time position thereafter. Salary will be \$300-\$400 (US\$)/day, based on experience. As this is a short-term consultancy, no benefits (paid time off, vacation, etc) will be provided.

## **ABOUT WELLSPRING**

Established in 2001, Wellspring is a private philanthropic consulting firm that coordinates grantmaking programs that advance the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC, and a small affiliated field office based in Kampala, Uganda.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

The firm's services include: working with donors to develop, implement and administer giving programs that meet their philanthropic goals; conducting research and education tailored to the interests of our donors; managing programs, administering grants and monitoring grantee performance; and working to promote the effectiveness of programs that receive donor funding. Wellspring Advisors, LLC, hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Firm's service needs and business requirements. Wellspring welcomes candidates with diverse experience backgrounds and strongly encourages people of color to apply.

All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital or familial status, domestic partner status, veteran or military status, sex, sexual orientation or any other characteristic protected by federal, state, or local law (each a "protected characteristic"). This policy also bans discriminatory harassment. Qualified candidates for employment having records of arrest or criminal conviction will be considered.

## **DIRECTIONS FOR APPLYING**

For employment consideration, please submit application electronically (i.e., via e-mail) to [jobs@wellspringadvisors.com](mailto:jobs@wellspringadvisors.com). Subject line: "[Your name] – Uganda Finance Consultant". All applications must include a resumé and a thoughtful cover letter, including how you became aware of this opportunity (i.e., *job portal, referral, etc*), and your salary requirements.

**The application deadline is June 30, 2017.**