NATIONAL INFORMATION TECHNOLOGY AUTHORITY - UGANDA (NITA-U)

UGANDA DIGITAL ACCELERATION PROJECT (UDAP)

PROJECT ACCOUNTANT

TERMS OF REFERENCE

JUNE 2023

TERMS OF REFERENCE FOR THE PROJECT ACCOUNTANT

1.0   Background

The Government of Uganda received Credit/Grant from the World Bank/International Development Association towards implementation of the Uganda Digital Acceleration Project (UDAP). The Project Development Objectives (PDO) are to (a) expand access to high-speed internet in selected areas, (b) improve efficiency of digital service delivery in selected public sectors, and (c) strengthen the digital inclusion of selected host communities and refugees. The National Information Technology Authority of Uganda (NITA-U) is the Implementing Agency (IA) for all components with Ministry of Information, Communications Technology and National Guidance (MoICT&NG) and Office of the Prime Minister (OPM) as major Implementing Partners (IP). The procurement processing will be conducted in accordance to the World Bank Procurement Regulations July 2016; revised November 2017, July 2018 and November 2020.

The NITA-U now invites suitably qualified individuals, with qualifications and experience as detailed below to apply for the position of Project Accountant (PA) under the Project Implementation Unit (PIU). The preparations for effectiveness of the UDAP are already underway and the successful candidate will be required to assume office as soon as possible.
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2.0   Objective of Assignment

To carry out the function of project accounting efficiently and ensure financial management support is provided to meet the needs of operations and objectives of the project effectively.

3.0   Reporting

The Project Accountant will report to Director, Finance and Administration on functional deliverables and to UDAP Programme Coordinator administratively.

4.0 Responsibilities and Tasks

The main responsibilities and duties of the Project Accountant shall be as outlined below;

i) To manage all the Project finances in accordance with the approved financial controls by both the Government of Uganda and the World Bank.

ii) To prepare the draft annual work plan and coordinate with other stakeholders for review and concurrence .

iii) To review and advise the UDAP Programme Coordinator on all expenditure requests.

iv) To review supporting documents for payment authorization letters for the Accounting Officer as appropriate, in favour of executors and service providers of approved projects and ensure payments are made timely;

v) To follow up approvals of expenditure requests and related accountabilities of funds;

vi) To maintain all project accounting information/records in a complete and orderly manner;

vii) Prepare and follow up endorsement and payment of relevant loan withdrawal applications;

viii) To participate in the audit processes of the project, particularly facilitating audit team members' easy access to the project financial records;

ix) To provide feedback on the approval processes of expenditure requests and the preparation of payment orders issued by the Accounting Officer

x) To obtain/review accountabilities for expenditure from related executors and service providers.

xi) To maintain a record of the fixed Assets and inventories;

xii) Prepare monthly, quarterly UDAP financial reports and annual accounts on a timely basis.

xiii) To perform any other duties as may be assigned from time to time by the Director Finance and Administration.

5.0 Deliverables

The expected deliverables from the Project Accountant will include but not limited to the following:

i) Detailed Project budget and work plan every six months
ii) Cash flow forecasts for project needs based on the work plans including PPDA needs
iii) Monthly UDAP project financial statements
iv) Withdrawal applications submitted quarterly with Interim Financial Reports (IFRs) within 45 days after the end of the quarter.
v) Summary statement of expenditures for Contracts subject to prior review by World Bank
vi) Annual financial statements within 30 days after end of a financial year.

6.0 Qualifications, Competences and Experience

Candidates should have the following qualifications, competencies and experience:

6.1 Qualifications
i) Minimum qualification of Bachelors' Degree in Commerce, Business Administration or Financial Management (Accounting Option) from a recognized university or its equivalent. Professional Qualification in Accountancy (CPA or ACCA)
ii) Member of the accountancy professional body such as ICPA (U) or ACCA.

6.2 Competencies

i) Proven track record of professional integrity and confidentiality in handling public resources
ii) Solid organisational skills

iii) Good interpersonal and communication skills and ability to work with teams in the organisation at all levels

iv) Strong report writing and presentation skills

v) Must be able to work under pressure and tight deadlines, with minimum supervision

vi) Computer knowledge and skills in MS-Word, MS-Excel and internet/email is a mandatory requirement.

6.3 Experience

i) Minimum of five (5) years overall accounting experience.

ii) Experience in public sector and donor funded projects will be an added advantage.

iii) Excellent knowledge of the relevant Accounting Computer packages

7.0 Duration of Assignment

The successful candidate shall be engaged under a three (3) year employment contract, renewable subject to satisfactory performance.

8.0 Other Required Skills and Competences

i) **Communications:** Very good communication skills (spoken and written), including the ability to communicate effectively with diverse audiences on environmental related matters, good negotiation skills and to prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.

ii) **Teamwork**: Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

iii) **Integrity:** Must be a person of proven honesty and does not tolerate corruption and unethical behaviours in all its forms and manifestations.

iv) **Innovation**: Must be a person with ability to seek new ways of doing things efficiently to deliver value to our customers.

v) **Customer Centricity:** Must be a person who strives to satisfy customers and clients. Should be able to understand what the customer wants and delivering it flawlessly.

vi) **Quality:** Must be a person who thinks of quality and continuous improvement in his/her work.