



TERMS OF REFERENCE (TOR)

Position: Accountant / Administration Officer

Organisation: Environmental Alert (EA)

Duty Station: Kampala

Reporting Line: Manager – Finance & Administration

Effective Date: Begins immediately

1. Background

This Terms of Reference (TOR) is issued in accordance with the Employment Contract titled “Contract as Project Accountant/Administration Officer at Environmental Alert (EA)” and shall be read together with the contract and Environmental Alert’s Human Resource Policy and Manual.

2. Purpose of the Position

The Accountant/Administration Officer at Environmental Alert (EA) will provide guided support to EA team towards the development and implementation of institutional policies and practices for financial management and administration. The position supports effective financial management, statutory compliance, procurement, asset management, and office administration, and operates under the direct supervision of the Manager – Finance & Administration.

3. Key Responsibilities

3.1 Financial Management & Accounting

- Maintain a computerized accounting system in line with approved policies and procedures, using QuickBooks
- Support preparation of organizational budgets and monitor expenditures
- Strengthen financial systems and internal controls
- Prepare periodic financial reports
- Prepare monthly bank reconciliations and trial balances

3.2 Payments, Payroll, Cash & Statutory Compliance

- Verify and process payments in compliance with policies
- Manage cash and banking transactions
- Prepare payroll and statutory deductions (NSSF, PAYE, WHT, etc.)
- Maintain proper accountability systems
- Ensure compliance with statutory and donor requirements

3.3 Procurement, Assets & Stores Management

- Support procurement processes in line with guidelines
- Maintain procurement documentation
- Manage assets and facilities



- Oversee stores and stock records

3.4 Administration & Office Operations

- Monitor utilities and administrative services
- Maintain filing systems (physical & electronic)
- Ensure a clean and functional office environment
- Manage reception/front desk operations

3.5 Governance Support & Other Duties

- Support Board meeting logistics and documentation
- Perform any other duties assigned by the Supervisor

4. Terms and Conditions of Employment

- Subject to Environmental Alert's HR policies
- Duty station: Kampala (with field travel as required)
- Annual performance appraisal
- Full-time commitment required
- One (1) month notice for termination
- All work remains property of Environmental Alert

5. Duration of Appointment

The position is for a fixed term of five (5) months, beginning immediately to 31st October 2026, subject to availability of funds and organizational needs.

6. Qualifications & Requirements

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- CPA/ACCA (part or full) is an added advantage
- Experience in accounting/administration, preferably NGO sector
- Proficiency in QuickBooks or similar systems
- Strong analytical and organizational skills
- High integrity and attention to detail

7. Application & Contact Information

All correspondence regarding this TOR should be sent to:

envalert@envalert.org

CC: jackline.tino@envalert.org

Deadline for submission: Friday, 8th May 2026 at 11:59 PM