The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organisations from different countries, providing practical support to humanitarian aid projects and contributing to strengthening the local capacity and resilience of disaster-affected communities. Participants in the EU Aid Volunteers initiative must be over 18 years of age and be a citizen of an EU Member State or a long-term resident in the EU.

**DESCRIPTION**

This Financial Administrator (FA) role includes a 1 month apprenticeship opportunity at ICCO in Utrecht, The Netherlands. The apprenticeship is directly followed by a 12-months deployment to ICCO in Uganda. The FA is responsible for the stewardship of ICCO CESA assets and reputation by ensuring compliance with local laws, regulations, and member/donor requirements. The FA supports the budget holders of Programmes in the Country in tracking expenses versus budget in the most efficient and timely manner.

ICCO is an independent non-governmental organization with business features. Our aim is to secure the livelihoods and rights of farmers and small businesses in low and middle-income countries. ICCO consists of a cooperative (2012) and a foundation (1964), all established under Dutch law. ICCO has a decentralized organizational structure in 5 regions in Africa, Asia and Latin America with (sub)regional offices. We are present in 25 countries and run programs in 76 countries. ICCO Cooperation as part of the ACT has been active in Uganda for 30 years in both humanitarian and development sectors responding to the refugee crisis and supporting local communities in rural areas.
Operational details & security context:
The hosting organization will share before and at the very beginning of the
deployment a security briefing and a security management plan.

Uganda has a multi-cultural and multi-ethnic population of 42.9 million people
according to the 2017 census. With a population growth rate of 3.3%, Uganda
has one of the highest fertility rates in the world. More than half this population
is below 15 years. The rapid population growth puts a significant stress on
access to basic services and natural resources in the near and further future.
Various reports indicate persistent degradation of the country’s natural
resources. This degradation impacts heavily on livelihoods of the poor by
constraining their ability to increase incomes, and making them more
vulnerable. Across the country, natural disasters continued to pose serious
threats to life and livelihood, tragically demonstrated by regular prolonged
droughts, landslides and floods in different parts of the country.

By February 2019, Uganda hosted 801,555 refugees from South Sudan, in
addition to some 420,000 refugees from DRC and Burundi, as well as Rwanda
and Somalia. The majority of the South Sudanese refugees arrived after July
2016 and are hosted in a series of new settlements in North western Uganda. So
far, the influx has not resulted in major clashes between the host and refugee
communities, though scarcity of land, food and limited access to water could all
result in increased tension with potential security implications. However, there is
occasional crime and unrest, eg. during food distribution.

Society and Culture:

Uganda is a conservative and deeply religious country. Although modern and
progressive attitudes also prevail, respect must be shown for traditional values
and morals. Beachwear should be confined to the beach, and wearing immodest
clothing in public is likely to cause offence or attract unwanted attention. It is
less common for women to wear trousers especially in rural areas, although this
is more accepted from non-Ugandans

Security Conditions:

Although Uganda is relatively safe, there are a number of general threats to
travellers. It is important that visitors and staff do not become complacent to the
security risks.
Crime rates in Uganda are not high, but you should take sensible precautions
particularly in Kampala. Risks include pick pocketing, and sometimes violent
street crime. Visitors should avoid carrying valuables in public and restrict the
amount of money that needs to be carried. Credit cards are increasingly
accepted in shops and restaurants, limiting the amount of cash necessary. Avoid
travelling/walking alone early morning and after dark. Visitors should be vigilant
when withdrawing cash from ATMs. Due to high inflation and large scale
unemployment many people are experiencing economic problems.
TASKS

Budget preparation and monitoring

Compile monthly liquidity requests & cash flow projections/forecast on a monthly basis for review and approval by the Regional Accounting Manager before sending to global office.

Financial Administration

- Review the codes on the payment requisitions to ensure they match project and country budgets and ensure completeness of financial documents and review the payments prior to posting to the Financial system
- Review of staff accountabilities like travel accountabilities, entry in the system and reconciliation on a monthly basis
- Process payments through the electronic banking system and by cheque.
- Implement and maintain an effective filing system, specifically for digital records in the Google Drive, to ensure that all financial records are easily accessible and readily available.
- Check and carry out the petty cash counts each month with the Finance Assistant.
- Review and code bankbooks prior to entry into All Solutions for country offices without local Finance staff.

Bank management

- Act as a bank agent.
- Manage all bank accounts and review the accuracy of bank reconciliation statements on a monthly basis and follow up on any reconciling items.

Audit Facilitation

- Facilitating both internal & external audits and the preparation of financial statements for auditors both office and donor audits.

Any other duties assigned by the Supervisor

In agreement with the supervisor and line manager other duties can be assigned.

Apprenticeship:

An apprenticeship period of 1-month is part of this deployment. During the apprenticeship the volunteer is part of the Financial Unit of ICCO at its Global Office in Utrecht, The Netherlands.

Required competences:

- Self-motivated, proactive and result driven;
Being an open and reliable person with high integrity;
Ability to work independently (plan, prioritize, meet deadlines, communicate); independently) but at the same time being a team player;
Ability to connect with people of different backgrounds;
Ability to transfer skills;
Gender sensitive;
Fluency in English.

SELECTION CRITERIA

Applications are made directly within the sending organisation, please check out the how to apply section.

Eligibility and exception criteria:
The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Availability for the following activities:
- Training in Italy end of April 2020.
- Pre-deployment induction in ICCO Cooperation HQ in Utrecht, The Netherlands in May 2020
- Deployment starting from the data specified in the vacancy.

Minimum Requirements:
Recently graduated from University with a business or accounting related degree and/or have completed previous voluntary work at a not-for-profit organization.

CONDITION OF SERVICE

Learning Opportunities:
-To manage the improvement and simplification of Accounting Processes for a NGO in East Africa
-Central training of ECHO
-Security training / pre-deployment training of ICCO
-Participation in staff meetings and close cooperation with project staff will result in knowledge sharing and learning.
-Opportunity to acquire experience of working at an international NGO in a developing country

Working and Living Conditions:
All costs associated with deployment to Uganda are fully covered providing a subsistence allowance, medical, travel and accommodation as well as insurance coverage. The volunteer will live in Kampala, Uganda.

The programme covers:
- Pre-departure training with the sending organisation: transport, food and
accommodation covered by the programme.
- International travel.
- Insurance during the duration of the project.
- Accommodation in single locked room.
- Subsistence allowance - 317,93 euros per month (to cover food, extra local living conditions: housing necessities, etc).
- Visa.
- Resettlement allowance : 100 euros per month done in the project.

Living Conditions:
- Accommodation in the cities where deployed will be provided.
- The EU Volunteer shall have a clean lockable room with access to clean water and sanitation facilities. The room shall be located at a reasonable distance from the EU Aid Volunteers main working location.
- To the extent possible, the communication shall facilitate integration of the EU Aid Volunteer into the community and it will enable the volunteer to interact with the expatriate community.
- The EU Aid Volunteers shall have access to means of communication enabling contact to the hosting and sending organisations as well as the volunteer’s relatives.
- When travelling in-country in other (rural) areas for work, accommodation in local hotels or guest house will be provided for.
- Professional office in Muyenga, Kampala, Uganda.

Working Conditions:
- Regular working hours shall not exceed 40 hours per week on average, calculated over a four-month period.
- The volunteer shall have access to a dedicated working space in accordance with their task assignment and with agreed-upon safe, secure and healthy working conditions.

SELECTION PROCESS

Shortlisting and Interviews:
15/03/2020 - 20/03/2020

Interview Process:
The interviews will be held face-to-face or by an online interviewing process.

Expected date decision on outcome:
23/03/2020

TIMETABLE

Date of training:
April/May 2020
Apprenticeship Placement:
June 2020

Pre-deployment preparation and induction:
25/05/2020 - 27/05/2020

Deployment:
01/07/2020 - 31/07/2020

Post-deployment activities:
Debriefing and follow-up

Sectors:
- Disaster Risk Reduction
- Linking Relief, Rehabilitation And Development (Lrrd)
- Livelihoods
- Resilience