

JOB DESCRIPTION: FINANCE AND ADMINISTRATIVE INTERN

Company:	EarthEnable Uganda
Reports to:	Finance Controller
Location:	Luuka District, Uganda
Compensation:	Starts modest with upward mobility
Timeframe:	Six months with the ability to extend

Who We Are

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda and Uganda. 70% of Ugandans and 80% of Rwandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished.

About the Role

We are seeking a highly organized, hard-working, committed Finance & Administrative Assistant to help carry out the roles in Jinja and Luuka. The Finance and Administrative assistant will quickly become involved in all

aspects of the business, managing administration for the operations, sales, and finance functions for all of our work in Jinja District. The Administrative Assistant will be a team player who loves to learn new things and is committed to bringing clean, healthy floors to Jinja. This position will have a probation period of six months; upon excellent performance, the F&A will be retained as a full-time employee

Please note that most of the responsibilities below involve the use of our CRM, Salesforce. Candidates are not required to know how to use Salesforce; we will teach you this as part of your job training. Specific responsibilities include, but will not be limited to:

- Sales administration
- Updating and tracking sales, customer, and lead information in Salesforce (our cloud-based CRM)
- Negotiating payment plans with customers who are missing their scheduled payments.
- Conducting customer service calls to customers, including welcome calls, payment reminders and evaluation calls
- Handling calls to the office phone lines, particularly calls from customer related both to sales and complaints
- Updating stock movements and also negotiate with suppliers
- Producing VAT invoices on the EBM machine for each customer receipt.
- Liaising with head office Finance controller
- Coordinating payment collection from sales representatives and other employees.
- Recording district expenses in quickbooks correctly
- Maintaining a careful filing system of all contracts, lead sheets, receipts and other documents.

Qualifications

- Completed diploma in Finance and Accounting or any related field
- Should be detailed oriented and able to input data into salesforce and quickbooks without errors
- Clear and strong communication skills
- Strong interpersonal skills and natural ability to sell product
- Intermediate to expert computer skills including strong knowledge of MS Office
- Flexible and adaptable; equally comfortable in a rural village building a floor, at an office training staff, and in the offices of local leaders.
- Ability to work on and keep track of a variety of tasks at the same time; excellent time management skills
- Ability to work highly independently
- Positive, can-do attitude
- Honest and responsible
- Fluent in Lusoga and English

Apply online at <https://www.earthenable.org/applynow-3/> In your cover letter, please state what excites you most about this role, and what you think will be most challenging about it.