



EarthEnable Uganda LTD | www.earthenable.org | info@earthenable.org Plot 9, Kiira Lane Opposite Nalubale Rafting, Jinja District | PO Box 7561 0800 332 332

Job Title: Finance Officer - 2positions

Company: EarthEnable Uganda Limited

Reports to: Financial Controller

Location: Jinja

Who We Are

At EarthEnable, we believe that our clients deserve our very best, that work should be fun, 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 home that doesn't make you sick, means more than living disease-free. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building housing products: 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. 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. In our first 5 years of operations, EarthEnable has installed ~8,000 floors for ~35,000 individuals and employed over 500 staff. We are looking for reliable finance officers to assist the company with all finance-related duties. The main responsibilities include, but are not limited to:

- Preparations of payroll for both full and part-time employees
- Calculating and paying taxes and other amounts due, including NSSF,PAYE,Withholding Tax etc in line with laws and regulations
- Performing weekly and monthly bank and petty cash reconciliations
- Ensuring stock movements in salesforce are accurately recorded,stock counts performed at all locations each month and perform inventory reconciliations between salesforce and quickbooks each month end
- Maintaining accurate and complete financial records in Quickbooks including posting of entries into Quickbooks and completion of regular checks, analyses and reconciliations
- Supervising the district Finance and Administration Assistants to ensure timely update and reconciliation to district financial records
- Performing month end closing reconciliations including revenue,receivables and payables reconciliations
- Maintaining a system of record-Keeping for financial records
- Managing treasury including monitoring of cash levels, coordination with district offices for petty cash needs and managing head office payments.
- Any Other duties assigned from time to time

Requirements

1. The ideal candidate should be aligned to the EarthEnable's core values
 - ❖ Take pride in our impact on health. Work passionately to change the way people live
 - ❖ Set the bar for customer care. Exceed their expectations every step of the way
 - ❖ Work hard and work together to achieve our most ambitious goals and dreams
 - ❖ Be resourceful and responsible with money; our impact depends on it
 - ❖ Treat everyone with the fairness, empathy, and concern with which we expect to be treated
 - ❖ Celebrate diversity while building a culture of inclusivity
 - ❖ Trust each other to have the humility to support and the vulnerability to be supported.
2. The ideal candidate should have a minimum of a bachelor's degree in Business Administration, Commerce, Business Statistics, Finance, Accounting and at least level 2 CPA or ACCA
3. The ideal candidate should have at least 1-2years experience in a finance related position
4. The Ideal candidate should have good verbal and written communication skills, interpersonal skills, organisational skills, excellent time management skills, strong analytical skills, a team player and willing to learn
5. Proficient in software packages like quick books, Microsoft office and salesforce are an added advantage

To apply, please deliver hard copies of your CV, academic transcripts to our head office in Jinja or send soft copies to gloria@earthenable.org. The deadline for receiving applications will be 1st,February,2022.