



Headquarters: Nyamata, Bugesera District, Rwanda | Uganda: Plot 14 Tabingwa Road, Walukuba - Masese Division, Jinja District. info@earthenable.org | www.earthenable.org

Job Title: Finance Officer

Company: EarthEnable Uganda

Reports to: Finance Associate

Number of Positions: One (1)

Location: Jinja

WHO WE ARE AND WHAT WE DO

At EarthEnable, we believe that our clients deserve our very best. Morning high-fives are the best way to start the day, and the best ideas can 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. Our focus is not just building floors but growing our organization and creating a better future for rural families.

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda and Uganda. 80% of Rwandans and Ugandans 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 embodied energy. Earthen floors are 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

The position is responsible for working very closely with the district teams to ensure all finance related activities are monitored effectively to eliminate any errors which may arise in the reports.

RESPONSIBILITIES INCLUDE:-

- Payroll processing
- Taxes computations and reconciliations
- Bank and petty cash management
- Stock management
- Data entry into the accounting systems
- End of month reconciliations
- Maintaining accurate and complete financial records
- Cash flow budgeting
- Any other accounting related activities assigned by the supervisor

QUALIFICATIONS

- Should have a bachelor's degree in accounting/finance
- Should have at least one year of experience
- Should be hardworking and committed to do whatever it takes to get work done
- Should be committed to delivering excellence and demonstrating outstanding work ethics
- Should be creative, strategic, analytical, and have the ability to think outside the box
- Possession of a valid riding permit is an added advantage
- Should be flexible and adaptable to changing environments i.e with the ability to thrive in a bootstrapped culture
- Should be optimistic and willing to learn new things
- Should be humble, a patient team-player with a good sense of humor
- Should have strong computer skills (e.g Word, Excel, Quickbooks)
- Strong language skills: able to clearly speak and write in English, and one more of the local languages(Lusoga, Luganda)
- Should have strong alignment with Earth Enables 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 fairness, empathy, and concern with which we expect to be treated.
 - Trust each other to have the humility to support and the vulnerability to be supported.

HOW TO APPLY:

- All qualified candidates are encouraged to send their application letter, detailed CVs and academic documents to this email - gloria@earthenable.org with the position/title in the subject line.

NB:- Only shortlisted candidates will be invited to participate in the interview process.

The deadline for receiving applications will be December 16th, 2022