

Position Title: Accounting and Administration Assistant

Reports to: The Club President

Job Purpose:

The Accounting and Assistant will provide support to the Mountain Slayers Uganda club by performing clerical tasks, including processing and recording transactions, preparing and maintaining financial reports, and assisting with audits. He/she will also provide administrative support to the club by performing various tasks related to membership management, event coordination, develop and vend MSU-branded merchandise, initiate B2B partnerships that enable the Club generate revenue through its media platforms, and communicate with members and stakeholders.

Responsibilities:

- Maintain and organize financial records, documents, and files
- Process and record financial transactions, including payments by members for trip fees, subscriptions, payments by the club to service providers and other suppliers
- Maintaining schedules of accounts payable and accounts receivable to ensure payments are made/received within contractual payment terms
- Assist with the preparation of financial statements, including balance sheets and income statements
- Reconcile bank statements and general ledger accounts
- Assist with the preparation and coordination of audits
- Prepare accurate and timely reports and summaries of club financial activities.
- Support drafting and development of grant proposals and execution of related projects
- Liaise with business partners on requirements for adverts as well as designs.
- Coordinate development of merchandise designs with service providers, follow up payments from MSU to service providers, coordinate delivery of merchandise to MSU members, identify other providers of relevant merchandise and support assessment of quality, price etc
- Assist with fundraising and sponsorship initiatives
- Manage membership applications and renewals, including processing payments and maintaining membership records
- Assist the chief hikers with the planning and coordination of hiking events, including booking venues, arranging transportation, and coordinating with vendors and suppliers
- Support the preparation and maintenance of event calendars and schedules
- Respond to inquiries from members and stakeholders via email, phone, or in-person
- Perform other administrative tasks as assigned

Minimum Qualifications

- High school diploma or equivalent required, associate or bachelor's degree in accounting, business administration or related field preferred

Skills and Competencies

- Strong attention to detail and accuracy
- Strong organizational and multitasking skills
- Ability to work independently as well with a team, and to prioritize tasks
- Problem solving skills
- Experience with managing multiple projects simultaneously

- Self-driven to achieve goals while requiring limited followup
- Proficiency in Microsoft Excel and other accounting software
- Strong communication and interpersonal skills

Past Experience

- 1-2 years of experience in accounting or related field
- Previous experience with project management
- Knowledge demonstrated interest in tourism would be added advantages
- Knowledge and interest in hiking and outdoor activities preferred

Interested applicants should send their updated CVs to: info@mountainlayersuganda.com not later than ***(Insert date- Ideally two weeks from date of running the AD) 5pm EAT.***

Ensure to indicate the position title in the subject line of the email.