



P.O.Box 170, Kamuli
Uganda.
E.Africa

E-Mail: aegy4k@yahoo.com

Date: 3rd/10/2025

EXTERNAL JOB ADVERT

ABOUT AEGY UG;

AEGY Uganda with operational offices in different Districts in Uganda. Our Vision is a health self-sustaining and developed community. Our Mission is empowering communities for health and sustainable livelihoods through innovative. AEGY Uganda's key focus areas include medical care, malaria and HIV prevention, reproductive health, sustainable livelihoods, human rights, and support for orphans and other vulnerable children (OVC).

Title: **Project Accounts assistant (1 position)**

Reports To: **Accountant**

Location: **AEGY Office - Kamuli**

Terms of Employment: **Duration: 3 months (renewable)**

DUTIES, RESPONSIBILITIES, SKILLS AND QUALIFICATIONS

- Reconciling the Organization's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company
- Experience with different accounting software and data entry
- Excellent understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge and experience with spreadsheets
- Ability to work independently
- Analytical skills
- Bachelor of accounting and finance from a recognized university.

How to Apply:

Interested candidates who meet the above requirements are invited to submit the following documents; A detailed curriculum vitae (CV), A Cover letter and Contact details of three referees.

The applications should be addressed to
The Human Resource Manager
AIDS Education Group for Youth (AEGY- Uganda)
P.O. Box 170, Kamuli.

Only online applications be submitted to either aegy4k@yahoo.com or aegyuganda34@gmail.com

All application documents must be submitted in PDF format. OR deliver at AEGY offices in Kamuli Municipality not later than Wednesday, 22nd October, 2025, 5:00pm (EAT)