



## Job Vacancy: Accounts Assistant

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### About THRIVE Research and Innovations Facility

**THRIVE Research and Innovations Facility (THRAIF)** or simply THRIVE Facility is a knowledge-based Non-Profit Organization dedicated to science-based transformative change, with a niche in socioecological resilience and in developing technologies that help communities thrive despite the challenges they face. THRAIF operates at the intersection of academic and non-academic sectors in three main areas: **innovative research, innovative training and education, and community-engaged improvement**. Please visit our websites ([www.thrive.ac.ug](http://www.thrive.ac.ug)) to learn more.

### Position Overview

The Accounts Assistant will collaborate with all institutional domains to effectively manage financial records, with a particular focus on revenue tracking. They will closely work with the finance team to ensure that all revenue is accurately monitored and documented.

The Accounts Assistant will be stationed at the THRAIF Kasese office but may be required to travel to other THRAIF offices as needed. They will apply their financial expertise to support the institution's operations by maintaining accurate, timely, and compliant financial records.

### Key Responsibilities

- Perform bank reconciliations
- Enterprise development in the institutional community groups
- Maintain accurate and up-to-date financial records
- Provide general administrative support to the Finance Officer and the rest of the team
- Assist in preparing financial reports, summaries, and budget forecasts
- Respond to queries regarding accounts and finance
- Any other duties incidental to this position or as may be assigned from time to time.

### Desirable Job Management Skills.

- Willingness and flexibility to work as part of the THRAIF team
- Ability to work with minimum supervision
- Ability to deal with the public with courtesy and tact
- Ability to carry on routine and repetitious work accurately
- Conformity to the regulations of THRAIF and the Laws of the land
- Functional computer literacy
- Ability and Willingness to work under pressure to meet deadlines.
- Excellent written and verbal communication skills
- Attention to detail and accuracy.

## Qualifications and Experience:

### Education

A minimum of a Bachelor's Degree in Business Administration with at least a second-class upper division. Candidates with a **distinction in a diploma** can apply, provided they are willing to enroll in a bachelor's weekend program.

### Experience and skill

Demonstrate skills in enterprise development-related roles. Evidence of these skills should be listed on the CV or in the attached credentials.

### Application procedure

1. The application package should be addressed to the Operations Manager of THRIVE Facility
2. The application package must be submitted by December 21, 2025, at 5:00 pm (Uganda Time).
3. Submission should be done electronically to this email: [info@thrive.ac.ug](mailto:info@thrive.ac.ug).
4. All application materials must be combined into a single PDF file.

Please note: The successful candidate should be prepared to begin duties in January 2026