Finance & Administration Graduate Trainee

Location: Kampala, with limited field travel
Reports to: Programs and Operations Coordinator
Traineeship Duration: 6 months, full-time

Organization: Global Refugee Initiatives (GRI)

About Global Refugee Initiatives

Global Refugee Initiatives (GRI) is a Ugandan-based NGO working with refugees and host communities. We are seeking a motivated and trustworthy recent graduate to gain practical experience while supporting our Kampala operations.

Position Overview

The Graduate Trainee will work under the guidance of the Programs and Operations Coordinator and support routine finance, administration, compliance, communications and office tasks. The role provides supervised, hands-on learning and practical NGO experience.

This opportunity is suitable for a recent graduate who is ready to learn, take initiative and build practical experience in NGO finance and administration.

Key Responsibilities

Finance and Accounting Support

- Assist with bookkeeping, filing financial records, data entry and basic account reconciliations.
- Support the preparation and processing of salaries, payments, statutory contributions and returns.
- Help prepare routine financial reports, accountabilities, cash forecasts and supporting schedules.
- Assist with project budgets and the tracking of expenditure against approved budget lines.

Administration and Records Support

- Maintain orderly electronic and physical records, including contracts, correspondence and compliance documents.
- Assist in preparing documents for internal reviews, audits and donor reporting.
- Support procurement documentation, filing, inventory records and asset management.

Statutory and Regulatory Support

- Support the timely filing and tracking of statutory and regulatory obligations.
- Assist in reviewing and organizing internal policies, forms and administrative procedures.
- Support routine compliance follow-up and documentation under supervision.

Human Resources and Office Support

- Help maintain staff records, leave information, contracts and other human resource documents.
- Assist with recruitment administration, onboarding and general office coordination.

Communications and Operational Support

- Support the planning and coordination of office activities and occasional field-related logistics.
- Assist with social media updates, basic content creation, document preparation and other assigned office duties.

Learning and Professional Development

- Participate in practical training and mentorship in finance, administration, compliance and NGO operations.
- Suggest simple ways to improve filing, reporting and administrative processes through appropriate technology.

Qualifications and Eligibility

- A recent Bachelor's degree in Accounting, Finance, Business Administration or a related field.
- Applicants should be recent graduates seeking practical work experience; previous full-time experience is not required.
- Basic understanding of bookkeeping, Microsoft Excel and Ugandan statutory requirements is an advantage.
- Good written and verbal communication skills, with willingness to support social media and content-related tasks.
- Ability to learn quickly, follow guidance and handle confidential information responsibly.

Desired Attributes

- Integrity, reliability and attention to detail.
- A positive attitude, willingness to learn and ability to manage several tasks.
- Ability to work from Kampala and undertake limited field travel when required.

What GRI Offers

- This is an unpaid traineeship. GRI will provide a modest allowance to support transport and lunch.
- Supervised exposure to day-to-day organizational operations.
- An opportunity to build relevant professional skills and experience.

How to Apply

Please send your CV and a brief cover letter explaining your interest in the graduate traineeship to recruitment@griuganda.org. Only shortlisted applicants will be contacted.