

MIREMBE FERRISTER

Administrative Assistant

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I work with executives, founders, NGOs, and distributed teams who need reliable administrative, operational, and strategic support remotely, with minimal oversight. My work sits at the intersection of executive support and operational systems: managing the complexity that surrounds leadership so they can focus on what only they can do.

Every engagement starts with a conversation. The packages below are a guide; scope is always agreed in writing before work begins.

RATE DISCLAIMER

- Workload and complexity: if actual scope exceeds package coverage, rates are reviewed by mutual agreement before additional hours are worked.
- Rush work: same-day or next-day delivery outside the agreed workflow is charged at 1.5x the standard hourly rate.
- Overtime: hours beyond the agreed weekly maximum are charged at 1.25x, only with prior written agreement.
- Tools and software: any tools, platforms, or data costs required are covered by the client, either directly or as a flat monthly allowance agreed in advance.
- Retainer reviews: rates are reviewed at the 2-month check-in and at any contract renewal point. Active retainer clients receive 30 days written notice of any change.

Rates are valid as of August 2026 and may be updated periodically.

CORE SERVICES

These are the four areas that define my professional scope. All packages include a free 30-minute discovery call, a written scope agreement, and weekly check-ins.

1. Executive and Administrative Support

High-level support to executives, founders, and senior leaders. I manage the operational detail that surrounds leadership: schedules, communications, meeting preparation, and follow-through so the leader can stay focused on strategic priorities.

- Complex calendar and schedule management across multiple time zones
- Executive correspondence: drafting, managing, and responding in the executive's voice
- Meeting coordination, agenda preparation, minute-taking, and action item tracking
- Stakeholder and partner communications on behalf of leadership
- Board meeting preparation, documentation, and follow-through
- Representing leadership in internal and external meetings as appropriate
- Briefing note preparation for key meetings, calls, and engagements

2. Financial Reporting and Systems

Design and management of financial tracking and reporting systems for executive decision-making. This is not bookkeeping in the traditional sense, it is building the financial visibility layer that lets leadership see clearly and decide confidently.

- Financial model design and build: income statement, cash flow, payroll, invoices
- Multi-currency financial tracking for distributed and international teams
- Monthly financial reporting and executive-level summary preparation

- Invoice tracking, payment status monitoring, and accounts payable support
- Fee cycle management, bursary and discount recording for schools and NGOs
- Expense tracking and report preparation

3. Operations Coordination and Project Support

Cross-functional coordination and project management support for organisations running multiple concurrent priorities across teams and locations. I build the systems and maintain the visibility that keeps projects on track.

- Cross-departmental project coordination and deadline tracking
- Stakeholder update management across distributed teams and time zones
- Records and documentation system design and implementation
- Operations system design: Google Drive architecture, Notion databases, workflow tools
- Weekly team communications, goal-setting distribution, and deadline nudges
- CRM setup, maintenance, and data management
- Process documentation and SOP writing

4. Systems Design and Business Operating Infrastructure

For organisations that need more than task support, they need the infrastructure designed and built. This service is for founders, executive teams, and growing organisations that want a functional Business OS: the tools, structure, and processes that keep a distributed team running without constant oversight.

- Business Operating System design and build: Excel, Google Drive, and Notion integration
- Financial systems layer: multi-currency income statement, cash flow, payroll, invoices
- Document management architecture: folder structure, naming conventions, access protocols
- Project and operations management setup: Notion databases, task boards, client CRM
- Timezone coordination tools for distributed teams
- Onboarding documentation and SOP library creation
- Ongoing system maintenance and quarterly review

UGANDA — LOCAL ORGANISATIONS

For Ugandan companies, NGOs, schools, businesses, and community organisations.

Service	What it covers	Monthly retainer	Hourly rate
Core Admin Support	Calendar management, correspondence, records, scheduling, stakeholder communications	UGX 550,000 – 700,000	UGX 22,000
Executive Support	Senior leadership support, board coordination, briefings, executive correspondence, meeting documentation	UGX 700,000 – 900,000	UGX 28,000
Financial Systems	Financial model build and monthly reporting, fee cycle management, invoice tracking, expense reporting	UGX 800,000 – 1,000,000	UGX 30,000
Operations and Systems	Cross-functional coordination, project tracking, documentation systems, SOP design, CRM and tool management	UGX 1,000,000+ (by scope)	UGX 35,000

Uganda retainer rates are calculated on a part-time basis (20 hrs/week) unless otherwise agreed. Full-time (40 hrs/week) rates are negotiated directly.

| AFRICAN REGIONAL — KENYA, NIGERIA, SOUTH AFRICA, RWANDA, GHANA AND BEYOND

For African organisations, regional NGOs, startups, and distributed teams outside Uganda.

Service	What it covers	Monthly retainer	Hourly rate
Core Admin Support	Calendar management, correspondence, records, scheduling, stakeholder communications	\$150 – \$250 / mo	\$10 / hr
Executive Support	Senior leadership support, board coordination, briefings, executive correspondence, meeting documentation	\$280 – \$400 / mo	\$14 / hr
Financial Systems	Financial model build and monthly reporting, multi-currency tracking, invoice and expense management	\$350 – \$500 / mo	\$16 / hr
Operations and Systems	Cross-functional coordination, project tracking, Business OS design, documentation systems, CRM management	\$500 – \$700 / mo	\$20 / hr

Time zones covered: EAT, WAT, SAST. Part-time: up to 20 hrs/week. Full-time: up to 40 hrs/week, rate adjusted proportionally.

| INTERNATIONAL — US, UK, EU AND GLOBAL ORGANISATIONS

For international companies, global NGOs, and remote-first teams.

Service	What it covers	Monthly retainer	Hourly rate
Core Admin Support	Calendar management, correspondence, records, scheduling, stakeholder communications	\$300 – \$500 / mo	\$15 / hr
Executive Support	Senior leadership support, board coordination, briefings, executive correspondence, meeting documentation	\$600 – \$900 / mo	\$22 / hr
Financial Systems	Financial model build and monthly reporting, multi-currency tracking, invoice and expense management	\$700 – \$1,000 / mo	\$25 / hr
Operations and Systems	Cross-functional coordination, project tracking, Business OS design, documentation systems, CRM management	\$1,000 – \$1,500 / mo	\$30 / hr

Time zones covered: EST, GMT, CET. Part-time: up to 20 hrs/week. Full-time: up to 40 hrs/week by agreement.

| ONE-OFF AND PROJECT-BASED WORK

Available for standalone projects, quoted individually based on scope and timeline. Examples include:

- Financial model design and build for a new organisation or project
- Business OS setup: Google Drive architecture, Notion database build, Excel financial layer
- Records system design and implementation
- Event and meeting coordination support
- Research, reporting, and documentation projects
- Workflow design and process documentation

Send a brief description of what you need and I will respond with a project quote within 48 hours.

Financial Systems Consultation: UGX 100,000 per session for organisations interested in seeing a financial model demonstration or discussing a potential build. Bookable by email.

HOW ENGAGEMENTS WORK

All engagements follow a structured progression. This protects both parties and ensures the working relationship is right before longer commitments are made.

Milestone	When	What happens
Discovery call	Before we start	Free 30-minute call to discuss your needs, scope, and fit. No commitment required.
Trial period	Month 1 – 2	We work together on an hourly or monthly basis. No retainer yet; this is a mutual assessment period.
2-month review	End of Month 2	Structured check-in covering fit, feedback, workload, and scope. Rates and hours may be adjusted based on what the work actually requires.
Retainer offer	Month 6	If the relationship is working well, I will offer a retainer arrangement. The client commits to 6 months, paid monthly. Both parties agree on the total value and monthly breakdown in writing.
Annual contract	Month 12+	For long-term engagements, a formal annual contract is available with negotiated terms, priority availability, and agreed rate locks.

WHAT EVERY ENGAGEMENT INCLUDES

- A free 30-minute discovery call before any commitment is made
- A clear written scope agreement before work begins — no ambiguity about what is covered
- Weekly check-ins, async or live, depending on your preference
- Transparent hour tracking shared with every invoice or weekly update
- Proactive communication: you will always know where things stand before problems arise
- Flexibility within packages; these are a guide, not a rigid box

SECTORS I KNOW WELL

Education and schools | NGOs and nonprofits | Health and community organisations | Fintech and startups | Sports and creative industries | Philanthropic funds and foundations

PAYMENT

- Bank Transfer — direct to a Ugandan bank account (preferred for local clients)
- Western Union — international transfer, received in Uganda
- Sendwave — direct to MTN or Airtel Mobile Money (works well for UK and US senders)

Payment details are shared privately after scope and terms are agreed.

Ready to talk?

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