



## JOB OPPORTUNITY

**Job Title:** Accountant - Watoto Church Ministries  
**Organisation:** Watoto Church Ministries  
**Duty Station:** Watoto Church Downtown, Kampala

**Watoto Church Ministries** is a Church committed to celebrating Christ and caring for the community. The Church in pursuing its vision has experienced exponential growth in the past 41 years and currently comprises 18 Celebration Centres (Church campuses), 3 Children's villages, 2 Baby Homes, an FM radio station, Schools and some farms. All these entities draw from the same centralised services, and Finance is one of those centralised services.

We are seeking to recruit an **Accountant - Watoto Church Ministries** who will be responsible to ensure accurate recording of ministry payments and receipts in accordance with Watoto Church Ministries policies, and to maintain controls that safeguard ministry assets.

### Key Duties and Responsibilities (but not limited to).

#### 1. Formulation of Policies and Procedures.

- Participate in the development and periodic review of financial policies and strategies to mitigate financial risks.
- Conduct regular reviews of standard operating procedures and forms pertaining to finance operations.

#### 2. Manage Finance (both receipts and payments) processes.

- Ensure timely processing of statutory and supplier payments in compliance with government regulations and financial policies, maintain requisite documentation and accurate transaction records.
- Manage ministry payments, ensure procedural compliance and accurate recording of financial transactions (payables, receivables, prepayments, accruals).
- Oversee ministry funds collection, cash advance management, and ensure compliance with procedures.
- Guarantee accurate invoicing and timely collection, and reporting of ministry receivables, following standard procedures.
- Ensure accurate accounting and reconciliation of ministry revenues (digital transfers, weekend services) with banked funds, and address variances in a timely manner.

#### 3. Ledger maintenance and stakeholder relationships.

- Ensure accurate posting of entries and timely monthly reconciliation of payables and receivables ledgers to the General Ledger.
- Perform monthly reconciliation of suppliers' statements with Payables ledger and Accruals.
- Maintain regular communication with key stakeholders and ensure satisfactory resolution of their queries.

#### 4. Human resource management and development

- Assist in the recruitment of team members.
- Ensure comprehensive onboarding, orientation, and clear communication of performance standards for new staff in the department.
- manage and ensure all staff have clear performance action plans, conduct periodic appraisals, and initiate performance development initiatives.
- Establish a suitable annual leave schedule for departmental staff.

**Watoto Church Ministries - UGANDA**

P O Box 2311 | Plot 87 KAMPALA RD | EMAIL: INFO@WATOTOCHURCH.COM



## 5. Preparation of Reports.

- Develop and formulate periodic reports in accordance with the organization's reporting guidelines for management and the finance committee.
- Review monthly listings for payables ledger, receivables ledger, and other creditors.
- Maintain oversight of budget variance reporting for Watoto ministries.

## Qualifications, Skills, and Experience.

- The applicant for the role should hold at least a minimum of a bachelor's degree in commerce, Accounting, Business Administration, or a relevant field from a reputable university.
- Completed or undertaking professional certification.
- Chartered membership of ACCA, CPA or similar organisation.
- A minimum of five (5) years' working experience in a busy Finance and accounts function.
- Proficiency in an accounting system, knowledge of Dynamics 365 Business Central is an advantage.
- Excellent financial analytical, problem-solving skills, and attention to detail.
- Strong understanding of financial principles, cash management, and risk analysis.
- Must be willing to live up to organisational values and a strong work ethic.
- Strong report writing and presentation skills, and possess excellent communication skills.
- Have an elevated level of personal and professional integrity.
- Able to exercise confidentiality and sound judgement.

## How to Apply.

All suitably qualified and interested candidates can apply by.

1. Submit your CV, academic and professional documents, and a Church recommendation letter to [careers@watotochurch.com](mailto:careers@watotochurch.com) (Subject Line: **Job Title - First Name, Last Name**).
2. Visit our website [www.watotochurch.com](http://www.watotochurch.com)
  - 2.1. Go to the **JOIN THE TEAM** on the website menu.
  - 2.2. Select **click here** to see the job details.
  - 2.3. To apply, click **Apply Here**.
  - 2.4. Fill out the form and submit after all sections have been filled.

**DEADLINE: 25<sup>th</sup> January 2026.**

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORTLISTED AND CONTACTED FOR INTERVIEWS.**

