



JOB OPPORTUNITY

Job Title: Accountant, Budgeting and Reporting
Organization: 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 40 years and currently comprises 17 Celebration Centers (Church campuses), 3 Children's villages, 2 Baby Homes, an FM radio station, Schools and some farms. All these entities draw from the same centralized services and Finance is one of those centralized services.

We are seeking to recruit an **Accountant - Budgeting and Reporting** that will ensure accurate and timely financial reporting and budgeting with Watoto Church Ministries.

Key Duties and Responsibilities (but not limited to).

1. Financial Analysis & Reporting.

- Prepare timely accurate financial statements and management reports in accordance with the Finance policy.
- Prepare monthly comprehensive variance analysis reports to the function heads and explain variances between actual and budgeted and as well as actual versus YTD prior year figures
- Maintain periodic balance sheet reconciliations and listings.
- Serve as primary liaison for external audits related to reporting and controls.
- Follow-up on the resolution of audit queries and the implementation of any recommendations.

2. Budgeting & Forecasting.

- Take lead in the coordination of the Annual Ministries budget in liaison with other Team Leaders.
- Implement budgetary controls to ensure that the expenditure is within the approved budget.
- Track departmental budgets expenditures and ensure quarterly realignments are done as per the financial policy.
- Prepare quarterly financial forecasts.
- Collect cost information and present cost control initiatives to management.

3. Process controls and execution.

- Manage the Accountable Advance process and ensure that controls are adhered to.
- Review the shared cost allocations for all the entities and ensure that they are correctly posted.
- Review program reconciliations and ensure that settlements are regularly done.

4. Risk Management & Compliance.

- Key liaison with the tax professionals engaged by Watoto Church Ministries.
- Ensure computation of corporation tax and deferred tax for the business entities.
- Prepare financial disclosures relating to taxation.
- File corporation tax returns.
- Prepare and follow up correspondence to and from statutory bodies
- Accountable for retirement and other benefit plans reporting.

5. Policies and Procedures.

- Contribute to the review of the Watoto Ministries Financial policy, guidelines and procedures to ensure that they are in line with international standards and Ministry needs.
- Participate in the development of finance risk mitigation strategy.

6. Projects and Systems Development.

- Develop and implement automated systems that provide accurate reports to management.
- Ensure that complete and accurate information is retrieved from the system.
- Complete special projects and ad hoc analysis as assigned.
- Provide technical oversight and ensure effectiveness of the accounting systems, processes, and implement modifications for improvement.

7. Human resource management and development.

- Participate in the recruitment, onboarding, orientation and performance appraisal of team members.
- Ensure that all staff have clearly defined job descriptions, and performance action plans.
- Instigate employee initiatives that aim to deliver high performance.
- Prepare and implement a department annual leave schedule.

8. Preparation of Reports.

- Analyse and prepare data driven reports for strategic decision making.
- Formulate periodic and ad hoc reports in line with the organization's reporting guidelines to Management and Deacons Finance Committee.
- Organize periodic Deacons Finance Committee meetings.

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 Solomon 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 strong work ethic.
- Strong report writing and presentation skills and possess excellent communication skills.
- Have a high 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 (Subject Line: **Job Title - First Name, Last Name**).
2. Visit our website 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: 24th January 2025.

ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS.

