



## JOB OPPORTUNITY

**Job Title:** Accountant - Shared Services.  
**Organization:** Watoto Church Ministries.  
**Reporting:** Finance Team Leader - Budgeting and Reporting.  
**Nature of Contract:** Full-time contract.  
**Duty Station:** Watoto Church, downtown.

**Watoto Church and Child Care Ministries have experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.**

Watoto is seeking to recruit an **Accountant - Shared Services** to ensure accurate, timely and effective shared service operations within Watoto Ministries.

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

#### **1. Policies and Procedures.**

- Contributes to finance policy formulation and review.
- Review and update finance standard operating procedures, processes, and documentation.
- Helps develop finance risk mitigation strategy.
- Guides internal controls implementation.

#### **2. Process controls and execution.**

- Process payroll accurately and timely.
- Ensure payroll regulatory compliance.
- Ensure bank reconciliation accuracy, timeliness, and proper approval.
- Ensure accurate asset accounting and statutory remittances.
- Review statutory deduction ledgers (PAYE, NSSF, LST, Provident Fund).
- Oversee finance document management and archives.

#### **3. General Ledger Reconciliations.**

- Prepare, reviews, manages, and approves payroll reconciliations to the general ledger.
- Oversee, reviews, and approves bank reconciliations to the general ledger.
- Performs reconciliations of accruals and prepayments for accuracy.
- Manages fixed asset register reconciliations.
- Analyzes and recommends improvements to management.

#### **4. Human resource management and development.**

- Provides orientation and sets performance expectations for new staff.
- Oversees performance management, ensure clear standards and appraisals.
- Trains and mentor staff to deliver high performance.
- Coordinate annual leave to ensure departmental continuity.
- Manage staff training and development programs.

#### **5. Preparation of Reports.**

- Prepare reports for management according to organizational reporting guidelines.

**Watoto Church Ministries - UGANDA**

P O Box 2311 | Plot 87 KAMPALA RD | EMAIL: [INFO@WATOTOCHURCH.COM](mailto:INFO@WATOTOCHURCH.COM)



### **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. Added Advantage (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, critical thinking skills, and diligence.
- 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 Cover Letter, 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: 26<sup>th</sup> / August / 2025.**

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

