Watoto

JOB OPPORTUNITY

Job Title:	**Finance Officer - Receivables**
Organization:	**Watoto Church Ministries**
Duty Station:	**Watoto Church, Kampala**
Department:	**Finance**
Contract Type:	**Full-time Contract**
Reports to:	**Accountant**

Watoto Church Ministries has 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 both in Uganda and South Sudan, Juba. In all of this, Watoto remains a local church, committed to Celebrating Christ and Caring for Community.

Job Purpose.

We are seeking to recruit a Finance Officer - Receivables to ensure accurate, timely and compliant management of the end-to-end receivables cycle that includes receipting, invoicing, collections, reconciliations, stakeholder engagement and audit ready reporting and to minimize risk and support management decisions.

Key Responsibilities Areas.

1. Collaborate the receipt and verification of receipts for accurate allocation to general ledger accounts and budget lines entry into the accounting system.
2. Coordinate and process the payments and receipts in a timely manner in accordance with Ministry policies and procedures.
3. Post bank, cash, and other electronic receipts with appropriate supporting documentation as per Ministry policies and procedures.
4. Ensure accurate and compliant invoicing and billing through verification and contracts for milestones, pricing and tax.
5. Reconciles receivables and income accounts in accordance with Ministry policies and procedures.
6. Maintain regular and professional communication with key stakeholders, that include but not limited to debtors, the congregation, and donors.
7. Regularly reconcile customer accounts to ensure accuracy and alignment with stakeholder records and resolve stakeholder queries in a timely and satisfactory manner.
8. Perform money counting responsibilities in compliance with established procedures and controls.
9. Maintain audit-ready receivable records and deliver weekly aging reports with accurate collection forecasts for management and audit support.



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 related field.
- Part ACCA, CPA professional course is required.
- Proficiency in accounting system software and knowledge of financial management statutory obligations, requirements, and dynamics.
- A minimum of two years working experience in a busy accounts function.
- Computer literacy and advanced proficiency in Microsoft Office Applications and database.
- Good people skills and strong verbal, and written communication skills.
- Strong accuracy and diligence while able to deliberate laterally and creatively.

Working at Watoto Church Ministries.

Watoto is committed to safeguarding children and vulnerable adults, and all staff are expected to adhere to the ministry's Safeguarding Policy and related standards.

We encourage devoted and discipled Christians who meet the qualifications and experience requirements of the role to apply.

How to Apply.

Suitably qualified and interested candidates can apply by following the procedures below.

1. Visit our website www.watotochurch.com and navigate **to join the team.**
2. Select **click here** to view the job details.
3. To apply, click the **Apply Here** button.
4. Complete the form and submit it once all sections have been filled out.

Once you have completed the above step, please email the following documents to careers@watotochurch.com: Resume, academic documents (**Subject Line: Job Title - First Name, Last Name**).



Application deadline 4th December 2026.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

We are committed to equal employment opportunities.