Watoto

JOB OPPORTUNITY

Job Title: **Finance and Human Resources Administrator**
Organisation: **Watoto Church Ministries**
Duty Station: **Watoto Church, South Sudan-Juba**
Department: **Finance**
Contract Type: **Full-time Contract**
Reports to: **Team Leader, Finance Operations**

Watoto Church Ministries has experienced exponential growth in the past couple of years, composed of multiple Celebration Centres (Campuses) and diverse Community care initiatives that include Childcare, Community and Neighbourhood, and 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 and Human Resources Administrator to manage and coordinate all financial and human resource operations for Watoto Church Ministries in Juba, to ensure efficiency, transparency, and compliance with internal policies and statutory requirements.

Key Responsibility Areas.

1. Coordinate verification and processing of approved payments for suppliers and service providers and ensure complete financial documentation in accordance with Ministry policies and procedures.
2. Ensure accurate recording of income, proper management and safeguarding of funds, timely banking, and effective coordination of money-counting and banking agent activities.
3. Monitor cash advances, ensure timely disbursement and supporting documentation, and maintain accountability for funds disbursed.
4. Maintain accurate financial records, conduct bank, and other account reconciliations, prepare supplier and debtor ageing reports, and generate periodic financial management reports. Acts as the lead bank agent and key liaison for the Church money counting process.
5. Support budget preparation and monitoring, coordinate tax documentation and remittances, and ensure compliance with applicable financial and statutory requirements.
6. Coordinate routine HR administrative processes, including recruitment documentation and interview coordination, preparation of onboarding documentation, staff orientation arrangements, employee exit administration, and the timely submission of employee records and payroll inputs in liaison with the Senior Human Resources Officer.
7. Provide administrative support for employee relations matters and promote compliance with Ministry HR policies, employment procedures, and applicable labour laws in collaboration with the Senior Human Resources Officer.
8. Maintain accurate and confidential financial and employee records, uphold internal controls and delegated authority limits, and escalate financial, administrative and HR compliance risks to the appropriate leadership.

Watoto
18 NOV 2025
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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, or equivalent organization is required.
- Qualification and experience in Human Resources is of added advantage.
- 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 steps, please email the following documents to careers@watotochurch.com: CV, academic documents (**Subject Line: Job Title - First Name, Last Name**).

Application deadline: 27th November 2026.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

We are committed to equal employment opportunities.

