

Watoto

JOB OPPORTUNITY

Job Title: Finance Officer
Organization: Watoto Childcare Ministries
Duty Station: Watoto Downtown

Watoto Church and Childcare 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 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 a **Finance Officer** to process and account for payables, accruals, and prepayments made by Watoto Childcare Ministries.

Key Duties and Responsibilities (but not limited to)

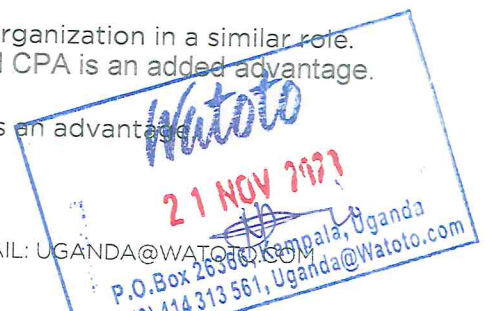
- To verify documents accuracy submitted as per the required approvals and timely entry in the accounting system.
- To prepare supplier payment vouchers precisely and ensure timely payments.
- To support in the funds collection process and observe compliance as per the established procedures.
- To record accounts payables and accounts receivables in a timely manner.
- To ensure that funds received are stored safely and banked on a well-timed basis.
- To ensure that ministry funds and funds received through non-cash platforms are timely collected and reported.
- To carry out reconciliation of creditor accounts and ledgers as per set procedures in a timely manner.
- To support in reconciliation of all payables, receivables, and cash accounts as per set procedures on a timely basis.
- To maintain timely reconciliation of supplier and debtor accounts on a timely basis.
- To meet accurate records for all daily transactions.
- To maintain regular communication with key stakeholders and resolve raised queries in a satisfactory and timely manner.
- To support in the preparation of weekly, monthly, quarterly, and annual financial reports.

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.
- At least a minimum of 3 years working experience in a large organization in a similar role.
- At least Level two of a professional accounting body ACCA and CPA is an added advantage.
- Computer literacy in MS office applications.
- Proficiency in an accounting system, knowledge of Solomon is an advantage.

Watoto UGANDA

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How to Apply:

All suitably qualified and interested candidates can apply by visiting our website.

1. Website www.watotochurch.com
2. Go to the **Join the Team** section click **Apply**.
3. Under that, view the Job description and click on the link that reads; **Apply**.
4. Fill out the form that will be open and submit after all sections have been filled.
5. Submit your CV, academic and professional documents, and a cell/pastor's recommendation letter to careers@watotochurch.com (Subject Line: Job Title - First Name, Last Name)

DEADLINE: 5th / December /2023.

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

