



## **JOB OPPORTUNITY:**

M-CARE SAVINGS AND CREDIT COOPERATIVE LIMITED also known as the M-CARE SACCO is independent of MUJHU Care Limited and is fully registered in compliance with the Co-operative Societies Act, CAP 112 of the Republic of Uganda. MU-CARE SACCO strives to be a SACCO of excellence in provision of innovative financial services to its members at competitive and attractive rates. Our vision is to transform MU-JHU staff into model employees with high quality investments attributes.

**Position:** SACCO Finance Officer

**Report to:** Executive Committee/Chairperson

### **JOB ROLE/ PURPOSE:**

Support the SACCO financial aspects and accountability according to policies, by laws and set Financial Accounting Standards- IAS

### **PRINCIPAL ACCOUNTABILITIES SPECIFIC ACTIVITIES**

#### **1. Process Sacco payments to support fulfilment of client and other stakeholders' personal needs**

1. Ensure that SACCO payments are processed on time.
2. Verify payment schedules for compliance with SACCO policies.
3. Ensure timely payments authorization by following up with account signatories.
4. Secure signatures for cheques from authorized signatories and delivering them to respective banks.
5. Completes weekly journals for posting.

#### **2. Conduct reconciliations of all payments made and eliminate inconsistencies and anomalies**

1. Prepare monthly bank and/or mobile money reconciliations.
2. Obtains bank statements and compares with the SACCO records.
3. Reconciles accounts payables.
4. Obtains vendor statements and compares with SACCO transactions, identifies errors and passes journal entries for correction.

#### **3. Prepare and file tax returns and other statutory deductions and maintain and update the SACCO asset register in line with established policy framework**

1. Files statutory returns on time.
2. Maintain and update the SACCO fixed asset register.
3. Verifies the accuracy and authenticity of accountabilities.
4. Identifies appropriate general ledger codes for expensing accountabilities.
5. Performs periodic asset verifications and cash counts and stock counts at head office and/or other business centers.
6. Ensures that all documents are archived and maintained in a safe and secure manner for the time periods specified by SACCO policies.

#### **4. Constantly review and improve the internal control and risk environment to safeguard all SACCO resources**

1. Identifies internal controls that require improvement and suggests appropriate policy and procedure modifications for improved internal control.
2. Ensures that all financial systems provide adequate audit trail and documentation.
3. Ensures all paperwork is properly archived at the end of each audit.
4. Obtain support documents, prepares analyses of accounts for audits.

#### **PERSON SPECIFICATIONS**

##### **ACADEMIC QUALIFICATIONS**

###### **Essential**

1. The ideal candidate should hold a Bachelor of Commerce [Accounting] or Bachelor of Business Administration [Finance or Accounting] from a reputable Institution/University
2. Desirable ACCA or CPA qualification (or in the process of being certified, Level 2 minimum)

##### **KNOWLEDGE & EXPERIENCE**

###### **Experience**

1. At least 3 years of progressively responsible experience in professional accounting or auditing.

###### **Knowledge**

1. High levels of professionalism
2. Planning and Organizing skills
3. Knowledge and understanding of generally accepted accounting principles (GAAP) and IFRS
4. Demonstrated skills in developing and managing budgets and fiscal control principles
5. Demonstrated skills in developing and monitoring systems and capacity building of external stakeholders
6. Relevant skills in automated accounting software systems and database spreadsheets

##### **SPECIAL SKILLS & ATTRIBUTES**

1. Strong decision making and problem solving skills
2. An effective communicator, strong written, interpersonal and verbal communication skills
3. Good command of the English Language
4. Honest, approachable. team player, Intelligible and Resourceful
5. Has unquestionable integrity and strong leadership skills

If you are interested in the position and have the skills we are looking for, please apply on-line [mcaresaccoug@gmail.com](mailto:mcaresaccoug@gmail.com) and attach a copy of your updated CV and relevant support documents or drop them at our office at MUJHU Research House, MUJHU 1 Reception, on or before **12<sup>th</sup> April 2024**.