



WE TREAT, JESUS HEALS

A Church of Uganda Hospital
in Luwero Diocese

Kiwoko Hospital,
P.O. Box 149, Luwero, Uganda.
0392175886



JOB OPPORTUNITY

DATE OF ADVERT: 21st October, 2024

Kiwoko Hospital is a Private-Not-For-Profit Hospital under Church of Uganda. It is a 204-bed Hospital located in the district of Nakaseke (Greater Luwero) and affiliated to the Uganda Protestant Medical Bureau (UPMB).

Title : Compliance Officer
Reports to : Medical Director
Location : Kiwoko Hospital, Nakaseke

Job Summary

Reviews all internal processes, systems and policies and makes recommendations to ensure that all possible risks to the hospital business are minimized with a view to delivering improvements by advising, coaching and facilitating staff. This position plays a key role in the development & reviews of policies and implementation of internal controls in Kiwoko Hospital.

Person Specification:

1. Bachelor's degree in Finance, Business Management or a related field.
2. Proven experience in audit or compliance (Minimum 2 years required).
3. Knowledge of legal requirements and controls
4. Familiarity with health industry practices and professional standards
5. Possession or pursuance of Professional certification (e.g. ACCA, CPA) is Essential
6. Solid proficiency in Microsoft Office, SAP, QuickBooks and other financial planning software.
7. Strong communication skills – both oral and written.
8. Ability to address issues and effect change effectively, including coaching staff on issues of improving internal controls

Key Duties and responsibilities.

- a) Ensure internal developed SOPs, policies and procedures are adhered to by carrying out

system reviews to see compliance with the established SOPs.

- b) Follow up audit issues and support Management implementation to close the issues
- c) Performs the critical function of third-party verification of activity and financial verification on wide range of the hospital activities such as programs. and operational activities.
- d) Keep abreast of internal standards and business goals of the hospital.
- e) Carry out spot check on inventory in the Stores for completeness of records and existence, reviews vehicle logs and policies
- f) Perform regular financial compliance reviews which include: cash counts (spot checks), review of accounts receivables including employee receivables.
- g) Carry out monthly reviews of financial transactions basing on appropriate sample size laying emphasis on most risky areas; document findings, propose improvements or change as relevant, disseminate findings and ensure follow up implementation of recommendations as well as resolutions.
- h) Conduct spot checks and verification of assets and store's inventory and actively monitor outstanding advances, test financial transactions for completeness and prepare a report recommending actions to be implemented.
- i) Regularly review and help ensure compliance with all local legal requirements including registration, taxes, and local labour laws.

To apply for this position, you can either hand deliver or email your cover letter and CV with three (3) Professional referees to

personnel@kiwokohospital.com,

peterserwadda@yahoo.com and

mugsrn@gmail.com not later than November 01st, 2024.

