



## 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, made by Watoto Childcare Ministries.

### **Key Duties and Responsibilities (but not limited to)**

- To verify the accuracy and completeness of documents submitted, ensuring all required approvals are obtained and timely entries are made in the accounting system.
- To prepare and update weekly supplier aged reports.
- To generate and accurately record vouchers in the accounting system, to ensure compliance and accurate financial tracking.
- To process supplier payments promptly and accurately to maintain timely settlements.
- Review user cash requisitions for adherence to the Ministry's policies and ensure timely, accurate disbursements.
- Minimize cash usage by advising on appropriate transactions that qualify for the Procurement process rather than cash disbursement.
- Accurately record transactions in line with the Chart of Accounts and subaccounts.
- Perform monthly reconciliations of payable accounts and ledgers as per established procedures, ensuring accuracy and timeliness.
- Maintain accurate monthly reconciliation of supplier accounts.
- To follow up on long-outstanding payables and accruals to ensure timely clearing.
- To communicate regularly with key stakeholders, resolving queries efficiently and satisfactorily.
- Ensure timely and accurate filing and payment of VAT and WHT, in compliance with regulatory timelines.
- To reconcile URA tax ledgers with the Watoto Finance Accounting System as required.
- Support the preparation of weekly, monthly, quarterly, and annual financial reports.
- Facilitate a smooth audit process by proactively supporting audit requirements, including timely provision of accurate documentation and responses.

### **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.

### How to Apply:

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

1. Website [www.watotochurch.com](http://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](mailto:careers@watotochurch.com) (Subject Line: Job Title - First Name, Last Name)

**DEADLINE: 25<sup>th</sup> / November /2024.**

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORTLISTED AND CONTACTED FOR INTERVIEWS.**

