

MAKERERE
P.O Box 7062 Kampala
Cables "MAKUNIKA"



UNIVERSITY
Telephone 256-41-540632

DIRECTORATE OF HUMAN RESOURCES EMPLOYMENT DIVISION

EMPLOYMENT OPPORTUNITIES: FINANCE DEPARTMENT

Applications are invited from suitably qualified candidates for the following posts. Please submit your application, *Curriculum Vitae*, Certificates and Transcripts (3 copies each set) giving full details of applicants' education, qualifications, work experience, present salary and naming three referees, plus their postal addresses. Applicants should make sure that at least two referees have forwarded references concerning their application.

Applications should be delivered to the **Employment Division Office, Room 406, Top Floor, Main Building, Makerere University**, and addressed to:

**The Director
Human Resources
P. O. Box 7062
KAMPALA**

1. POST: MANAGER (ACCOUNTS & REPORTING)

Salary Scale: M-4

Responsible to: Director, Finance/University Bursar

Purpose of Job:

Efficient and effective implementation of University's Financial Instructions, Accounting Procedures, Reporting and supervision of staff in Accounts and Reporting Section.

Job Description

1. Responsible for planning, organizing and supervision of the accounting function.
2. Advise the Director Finance on issues of payments and overall book keeping of accounting records whether computerized or manual systems.
3. Initiate, coordinate and monitor budget preparation and its implementation in accordance with rules and regulations governing the University.
4. Prepare financial reports and statements of account.
5. Liaise with government agencies and external auditors to fulfil compliance with statutory obligations.
6. Initiate and oversee overall Budget preparation of each unit and consolidate the sub budgets into one for the whole University.
7. Maintain sound financial accounting system, records keeping and internal control.
8. Write books of account, update accounting records and ensure compliance with financial policies, rules and regulations.
9. Maintain computerized accounting system, update database and prepare back ups.
10. Perform any other duties as assigned by the Director, Finance.

Output:

1. Timely Financial Reports produced.
2. Consolidated Balance sheet and Income and Expenditure
3. Cash flow statement
4. Statement of arrears, outstanding commitment, Stores and Assets
5. Statement of consolidated cash and bank balances
6. Statement of investments
7. Up to date accounting records maintained.
8. Reduced accounting errors.

Minimum Academic and Professional Qualifications:

- (i) A Bachelor of Commerce (Accounting/Finance) or Bachelor of Business Administration (Accounting/Finance) from a recognized institution;
- (ii) Full professional accounting certificate of ACCA or CPA or the equivalent; AND
- (iii) M.Sc. (Accounting/Finance or MBA or its equivalent)

Other Desirable Qualities:

- (i) Must have a track record of honesty and integrity
- (ii) Must be computer literate and familiar with accounting packages
- (iii) Must be self driven and ready to work under pressure for long hours

Minimum work experience required:

Minimum relevant work experience of at least seven (7) years, five (5) of which should be at senior managerial level

Tenure of appointment: Permanent terms of service.

Age limit: Applicants should not exceed 50 years of age

2. POST: MANAGER (ADMINISTRATION & FINANCE)

Salary Scale: M-4

Responsible to: Director Finance/University Bursar

Purpose of Job:

Advising the Director Finance/University Bursar on issues of Finance Management, implement the budget, enforcing internal control, and ensure safety of the assets and liabilities of the University in accordance with rules and regulations governing the University. Maintenance of sound financial controls and financial reporting procedures and to handle personnel related issues, staff development and training within the department.

Job Description:

1. Perform Projects financial planning and management (Budget Implementation and control/Administration).
2. Coordinate Supervise, Monitor and Manage project incomes, expenditures, stores and assets of the University in accordance with the financial policies, rules and regulations.

3. Ensure management of Human Resources of financial department and general administration.
4. Ensure compliance with internal control systems
5. Generate/Draft Financial Reports for approval of the Director Finance.
6. Assist the Director to monitor the budget performance of all bank accounts.
7. Assist the in allocation and apportioning of revenues.
8. Participate in the preparation of the annual budget to Units in accordance to Budget.
9. Coordinate the general administration and communication within the finance department.
10. Ensure that salaries, wages, pensions and retirements are effected.
11. Handle issues of halls of residences and their financial statements.
12. Maintain sound accounting system, filling and accountability.
13. Maintain up to date stores and assets records in the University.
14. Oversee the financial management and accounting of commercial Units.
15. Undertake responsibilities as public relations for the finance department.
16. Perform any other duties as assigned by the Director, Finance.

Output:

1. Good financial management practices and controls effected in the University.
2. Operational funds disbursed to faculties and or collected from them.
3. Annual budget prepared and approved.
4. Transparency of systems and clear flow of information in the department.
5. Instant response to information needed from the department
6. Communications link between the finance department and other peer departments or Units created
7. Reports of statement of stores received, issued and balance prepared.
8. Reports of statement of assets position, condition and valuation prepared.
9. Financial statements or reports received from commercial units verified.
10. Improved public relations for the department with all stakeholders.

Minimum Qualifications and work experience

- (i) A Bachelor of Commerce (Accounting/Finance) or BBA (Accounting/Finance) from a recognized institution;
- (ii) Full professional accounting certificate of ACCA or CPA or the equivalent; AND
- (iii) M.Sc. (Accounting/Finance) or MBA or equivalent

Other Desirable Qualities:

- (i) Must have a track record of honesty and integrity
- (ii) Must be computer literate and familiar with accounting packages
- (iii) Must be self driven and ready to work under pressure for long hours

Minimum work experience required:

Minimum relevant work experience of at least seven (7) years, five (5) of which should be at senior managerial level

Tenure of appointment: Permanent terms of service

Age limit: Applicants should not exceed 50 years of age

3. POST: MANAGER (GRANTS & PROJECTS)

Salary Scale: M-4

Responsible to: Director Finance/University Bursar

Purpose of Job:

Assist the Director Finance/University Bursar to implement financial policies and guidelines in compliance with the Donor contractual obligations, accountability and financial reporting for donor funds.

Job Description:

1. Participate in the preparation of Capital Development works and projects budget.
2. Oversee the financial and administrative management of grants, Donor funds and contracts to ensure compliance in accordance with Donor and Makerere University Council financial policies, rules and Regulations.
3. Initiate and monitor the existence and application of clear policies and efficient internal controls to guide staff in minimizing the risk of non compliance, malpractice and human error in the implementation of projects and programmes.
4. Supervise a competent technical senior support team of staff, promote their learning and personal development.
5. Participate in the development of proposals, fundraising strategy and resource mobilization.
6. Ensure that statutory obligations are complied with and external audits are conducted.
7. Prepare Projects and draft Finance Reports for approval of the Director, Finance.
8. Participate in the preparation of the overall annual budget for the University.
9. Maintain up to date register of donor contracts and ensure their renewal.
10. Ensure compliance to the financial reporting requirements for each donor
11. Ensure that all bank accounts operated conform to the regulations and financial policies.
12. Ensure that all project assets acquired are safeguarded as per regulations
13. Maintain the necessary books of account, proper filing and accountability.
14. Consolidate all the grants and projects portfolio and report to the Director Finance.
15. Liaise with all Unit heads to assist in drawing up budgets for projects and proposals.
16. Liaise with the planning and development department for resource planning
17. Liaise with the other Units to facilitate external audits.
18. Perform any other duties as assigned by the Director, Finance

Output:

1. Annual budget prepared and approved
2. Contracts register maintained and regularly updated
3. Financial accountability that meet the requirements of donors made
4. Errors and weaknesses in the books identified and corrected
5. Assts register maintained and regularly updated
6. Accurate and reliable financial records maintained
7. Financial position of the grants and projects consolidated and reported
8. Internal control systems operationalised and maintained
9. Financial services extended to other faculties/departments
10. Financial input provided in the strategic planning process
11. Compliance with statutory obligation effected.

Minimum Qualifications and work experience

- (i) A Bachelor of Commerce (Accounting/Finance) or Bachelor of Business Administration (Accounting/Finance) from a recognized institution;
- (ii) Full professional accounting certificate of ACCA or CPA or the equivalent
- (iii) M.Sc. (Accounting/Finance) or BBA (Accounting/Finance) or its equivalent; AND
- (iv) Post graduate qualification in Project Management is an added advantage

Other Desirable Qualities:

- (i) Must have a track record of honesty and integrity
- (ii) Must be computer literate and familiar with accounting packages
- (iii) Must be self driven and ready to work under pressure for long hours

Minimum work experience required:

Minimum relevant work experience of at least seven (7) years, five (5) of which should be at senior managerial level

Tenure of appointment: Permanent terms of service

Age limit: Applicants should not exceed 50 years of age

Closing date: Friday 26th February, 2010.

Director – Human Resources