

VACANCY ADVERTISEMENT

Serving over 36,000 clients in 17 districts of the Mid-Western and Central region(s) of Uganda, **ENCOT Microfinance Limited (ENCOT)** is a social impact, fast growing and innovative MFI operating a network of 10 branches of **Hoima, Masindi, Kigumba, Kagadi, Nakasongola, Kawempe, Luweero, Bweyale, Katikara and Karuguza**. ENCOT's mission is to provide microfinance services to low-income smallholder farmer communities, most especially women, to allow them curve their own paths out of poverty through creation of own jobs. ENCOT is seeking to recruit dynamic, self-motivated and result oriented professionals to urgently fill the following positions:

1. ACCOUNTANT - Head Office (Masindi)

Purpose of this position:

To ensure proper maintenance of financial records for timely production of reports to Management.

Key Duties and Responsibilities:

- Preparation of the monthly management accounts. Provide variances analysis from budget, identify added-value reporting opportunities for trend analysis and commentary to assist forecasting and budgeting requirements.
- Reviewing cash books and preparing monthly bank reconciliations on a timely basis.
- Work with the HRM department to prepare accurate monthly payroll by the 20th day of every month
- Submit accurate statutory returns i.e. NSSF, PAYE and other compliance regulations as per the set timelines.
- Responsible for dealing with Treasury management and day to day cash management.
- Generating periodic financial reports and submitting them to users in a timely manner.
- Maintaining an up-to date and accurate Asset register according to the Finance and Accounting policy manual.
- Supervise, coach and mentor the Accounts Assistant and Front office teams.
- Perform any other official duties assigned by Management from time to time.

Qualifications:

- Minimum of Bachelors Degree in Business Administration, Finance & Accounting, and any other related field. Any certification in Accounting and/or Compliance Management is a distinct advantage.
- At least three (3) years' experience, preferably including a combination of accounting and banking operations.

Core Capabilities:

- a) Well-developed analytical skills.
- b) Innovative and strategic thinking.
- c) Well-developed presentation and communication skills (written, verbal and gesture).
- d) Word processing, spreadsheet and database preparation and evaluation skills.
- e) Report writing dealing with detailed, complex and technical concepts.
- f) Sound interpersonal and negotiation skills.
- g) Interpretation of legislation and professional standards.
- h) High level of honesty, integrity and accountability.
- a) Ability to achieve results while working independently with little supervision.

- b) Thinking deeply, clearly and independently.
- c) Ability to work in teams and build collaborative relationships.
- d) Ability to work and live with rural communities especially the poor with little or no education.
- e) Willingness and ability to perform other duties as may be required from time to time.

Qualified and interested candidates should submit their applications in PDF format (Cover letter and CV only) by email to hr@encot.org by **5:00 pm, Monday 15th August, 2022.**

**The Head of Human Resources
ENCOT Microfinance Ltd
Plot 88 Port Road, Masindi
P.O. BOX 389, Masindi-Uganda**

Any documents submitted to ENCOT for application purposes shall not be recalled. Please note that only shortlisted candidates will be contacted.