

**TITLE: ACCOUNTANTS AND ADMINISTRATION ASSISTANT - LWEZA CHAPEL.**

**I. FINANCE:**

**REPORTS TO: CATHEDRAL ACCOUNTANT, All SAINTS' CATHEDRAL KAMPALA**

**Job Purpose**

To prepare and make all Revenue receipts and transactions as authorized by the Accountant and to receive and bank all finances accruing to the Cathedral & Sub- Parish.

**Key Responsibilities:**

1. Prepares and maintains records on all Revenue transactions.
2. Prepares receipt vouchers and ensures required documentation is attached.
3. Participates in the preparation of the budget for revenue realization.
4. Makes daily entry of receipts (income) into Pastel for the assigned accounts.
5. Receives and banks all receipts for the Lweza Chapel.
6. Maintain the books of account
7. Management of petty cash transactions.
8. Process and reconcile a wide variety of accounting documents such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements, and journal vouchers; review and code financial information
9. Performs any other duties as may be assigned by superiors from time to time.

**Key Outcomes:**

- Revenue transactions prepared and records made.
- Receipt vouchers prepared and correct documents attached.
- Receipts entered into Pastel daily.
- All daily receipts correctly tallied and banked on the same day.

**II. ADMINISTRATION.**

**REPORTS TO: CATHEDRAL ADMINISTRATOR & THE PRIEST IN CHARGE, LWEZA CHAPEL**

**JOB PURPOSE:** To provide administrative and logistical support to the Lweza Chapel staff and ensure proper utilization of logistics.

**Key Responsibilities**

1. Ensures timely acquisition, distribution, custody and efficient utilization of the Chapel's equipment and facilities.
2. Oversees proper management of the Chapel's vehicles.
3. Oversees all administrative functions within the Chapel including office space rationalization, cleanliness, office equipment repair and maintenance.

### **Key Outputs**

- Chapel equipment and facilities are acquired, distributed and efficiently stored in timely manner.
- Implementation of the Chapel programs monitored, reports produced and presented to Cathedral Administrator.
- Chapel activity, budget and work plans made.
- Timely and periodic accurate reports made and presented to Cathedral Administrator.

### **III: HUMAN RESOURCE:**

#### **REPORTS TO: HUMAN RESOURCES OFFICER & PRIEST IN CHARGE, LWEZA CHAPEL**

##### **Job Purpose**

To perform the Human Resource function at Lweza Chapel and ensure proper utilization of personnel.

##### **Key Responsibilities**

- Manages the human resources and ensures effective and efficient administration of staff issues and their work.
- To assist in implementation of staff performance management system and to ensure that staff are properly supervised and are productive.
- Supports and participates in staff recruitment and development.
- Liaises with accountant to ensure accurate and timely payment of staff salaries.

### **Key Outputs**

- Human Resources properly managed
- Staff salaries and payments timely made

## **Person Specification**

- Must hold at least a Bachelor's Degree in Finance, or Business Administration or Public Administration from a recognized Institution.
- Must have a minimum of two (2) years working experience as an Accounts Assistant or Administrative Assistant gained from a reputable organization.
- Must be a person of high integrity.
- Must be a born again (Christian) from the Anglican Faith.
- Possession of a professional qualification in any of the above disciplines shall be an added advantage.
- Age: 26 -35 years old.

Applications with a detailed resume, a one page testimony and three referees (one of whom should be the local Parish Priest or Pastor) can be submitted by 16<sup>th</sup> July 2018 by email or by post or physically to:

**The Provost  
All Saints' Cathedral  
Plots 1-3 Lugard Road, Nakasero  
P.O. Box 414  
Kampala  
E-mail: [info@allsaintskampala.org](mailto:info@allsaintskampala.org)  
Telephone: 041 4 342 128**