



All Saints' Cathedral Kampala (ASCK) is a parish of Kampala Diocese and the seat of the Bishop of the Diocese of Kampala who is also the Archbishop of the Province of the Church of Uganda. The parish was founded in 1912 as a chaplaincy and has grown and has over the years grown to its current status of Cathedral. The Cathedral is governed by the Canons of Church of Uganda and the ASCK Constitution.

The Cathedral is managed by the Provost who is assisted by a team of clergy and non-ordained staff.

Our mission is to be united to glorify God by: Worshipping Him; Fulfilling the Great Commission; Nurturing the Saints; Caring for the Community and Developing Effective Leaders

## **TITLE: CATHEDRAL ACCOUNTANT REPORTS TO: FINANCE MANAGER**

General Job Responsibilities:

Provides financial information to management by researching and analyzing accounting data; preparing reports.

### **Accountant General Job Duties:**

Prepares asset, liability, and capital account entries by compiling and analyzing account information.

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with URA taxes and NSSF local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

### **Academic Qualification;**

- Bachelor's Degree of Commerce, Business Administration, majoring in Accounting.
- At least Level two CPA / ACCA is required.
- Age: 30-45 years
- Must be a Born Again Christian

Interested candidates should email their cover letter addressed to the Human Resource Manager and updated CV only to [info@allsaintskampala.org](mailto:info@allsaintskampala.org) indicating the job title in the subject of the email. Applications should reach us not later than 05:30 PM on 29<sup>th</sup> December 2023