

Job Title: Senior Accountant

Organisation: UGAFODE Microfinance Limited (MDI)

Duty Station: Kampala, Uganda

Ref: HR/STAFF/VAC – 10/12/2025/9

About Organisation:

UGAFODE Microfinance Limited (MDI) is a registered financial institution in Uganda and is adherent to the Central Bank's regulations and guidelines and was founded in 1994 to provide quality microfinance services.

Job Summary: Responsible for supporting the Financial Accountant with the supervision of transactions in the Core Banking System below UGX 2 million and rendering such professional support in the preparation of Bank of Uganda Monthly and quarterly reports, conducting bank reconciliations, reviewing of reconciliations done by Accountants as well as tax & fixed assets management in compliance with UGAFODE's financial & professional standards and risk perspectives.

Key Duties and Responsibilities:

- Accounting and risk management: Conducts monthly reconciliation of balance sheets for UGAFODE, proactively follows up on issues arising from balance sheet reviews as well as accounting and ensuring close monitoring and closure of dormant/inactive accounts.
- Reconciliation Reviews: Regularly conducts and reviews all reconciliations (process, procedure transaction) carried out by the accounts officers to ensure accuracy of booking and resolution.
- Fixed Assets Management: ensures effective planning and coordination of UGAFODE'S annual fixed assets verifications exercise and duly updates the register to support effective decision making and value for money.
- Financial reporting: Prepares and submits timely and accurate BoU returns, provides oversight role on internal reports to all stakeholders as well as conducting data quality reviews to ensure improvements in efficiency and accuracy of the reports.
- Tax compliance vs risk management: Ensures accurate and timely filing of statutory returns and payments (2 million below), prepares & submits accurate statutory accounts, fully supported & ensures timely publication of accounts, ensures accurate and timely submission of shareholder returns, ensures oversight for BoU returns, URA – PAYE, NSSF, VAT, WHT and preparation of corporation tax and ensures that all URA/NSSF returns are submitted before due date i.e. at least 5 days;
- Documentation and filing: Ensures regular update of procedural documentation (procedures manual) in line with changes in operating processes in enhancing both the reporting and retrieval purposes.
- Team Leadership: Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement etc.

Qualifications, Skills and Experience:

- Minimum of Bachelor's Degree preferably in Accounting, Finance, Business or Commerce In possession of professional accounting qualification (ACCA, CPA, CIMA).
- At least 2 years' post qualification experience in Finance.
- Experience in finance from banking or microfinance institutions is an added advantage.
- Excellent knowledge of IFRS and Uganda tax legislation, and both MDI Act & FIA.
- Good computer literacy with excellent use of MS Office – Excel, Word, PowerPoint, and experience in use of accounting software and management information skills.
- Strong team leader skills.
- Problem solver with strong analytical and numeracy skills.
- Proactive self-starter with strong organizational and time management skills.

How to Apply:

If you believe you meet the requirements as stated above, submit an application letter together with an up-to-date CV to our email: recruitment@ugafode.co.ug. Save the Documents as Your Full Name & indicate the job title you are applying for in the Email Subject Line. Your applications should be addressed to the Head of Human Resources

Deadline: 28th April 2025.