



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_044	Financial Year
Document Date	5/13/2026	Recruitment Plan ID
Requestor No.	0204	Approval Status
Requestor Name	Margaret W Kamoni	

Vacancy Details

Position ID	JD-037	Establishment
Salary Scale	CUE 6	No. of Openings
Seniority Level	Mid-Level	Target Candidate Source
Terms of Service		Sourcing Method

Recruitment Details

Recruitment Reason	PD	Planned Employment Start Date
Justification		Planned Employment End Date
Planned Start Date	4/28/2026	Applications Closing Date
Planned End Date	2/6/2026	Applications Closing Time

Requirements

Category	Description	Requirement Type
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Responsibilities



Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



1

1

Open

2



6/2/2026

6/2/2026

5:00 PM



**Substitute
Qualification
Exist Req
Requirement**





Vacancy Form

Description

Facilitating reconciliation of the various ledgers

Facilitating preparation of various financial reports and budgets and online submission of reports

Preparing annual, quarterly, monthly trial balance reports

Maintaining the fixed asset register

Advising on assets that need revaluation and those that have been fully depreciated

Participating in preparation of periodic budget(s);

Maintaining and updating the vote book entries

Capturing income and expenditure data in the accounting system

Identifying officers with outstanding balances and ascertain closing balances at the end of every month

Processing statutory deductions for timely submission to comply with the regulations

Preparing monthly, quarterly and annual expenditure reports for review by the management

Preparing periodic outstanding imprest reports, cash flow reports to assist in decision making

Undertaking bank reconciliations

Verifying and Examining payment vouchers and staff imprest warrants

Accounting for project funds including the preparation of donor fund expenditure analysis reports for review by management

Maintaining and controlling financial documents by filing and storing financial reports for future retrieval and reference

Maintaining accounting documents

Work Conditions



Vacancy Form

Category

Description
