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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

Responsibilities

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2024/2025

CUE:RECRUIT-016

Released

1

1

Open

2

6/2/2026

6/2/2026

5:00 PM

Substitute Qualification Exist Req	Requirement

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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

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Category

Description