



# MAYANJA MEMORIAL MEDICAL TRAINING INSTITUTE

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## JOB OPPORTUNITY

Mayanja Memorial Medical Training Institute (MTI) trains health workers - Nurses, Midwives, Clinical Officers and Medical Laboratory Scientists and has the following vacancy to be filled:

**Position:** ACCOUNTANT

**Reports to:** Institute Director.

### **Key duties:**

1. Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
2. Prepare timely monthly bank reconciliation statements.
3. Monitor and review accounting and related system reports for accuracy and completeness.
4. Prepare and review budget, revenue, expense, payroll entries, invoices, tax deductions (PAYE and NSSF) and consequent remittance to the relevant authorities.
5. Budget planning, preparation, implementation and control and advise management of any revisions where appropriate.
6. Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
7. Explain billing invoices and accounting policies to staff.
8. Record and safeguard the assets of the Institute.
9. Under take cash flow planning to ensure availability of funds for the smooth running and operation of the Institute.
10. Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
11. Interact with internal and external auditors in completing audits.
12. Prepare profit and loss statements and monthly closing and cost accounting reports.
13. Develop the annual operating budget in consultation with other departmental management.
14. Any other duties that may be assigned from time to time.

### **Qualifications:**

- i. Must have:
  - B. Com. (Accounting option); or BBA (Accounting option); or B.Sc. Accounting & Finance; or equivalent with accounting option.
- ii. Professional training – CPA or ACCA is an added advantage.
- iii. Must be computer literate and knowledgeable in Tally Accounting package.
- iv. Should have at least 5 years working experience.
- v. Should be knowledgeable in stores management.

**Application Process:**

Application letters with detailed CV, copies of academic papers and detailed contacts of 2 professional referees (tel. and e-mail) should be addressed to:

The Administrator, Mayanja Memorial Medical Training Institute, P.O. Box 348 Mbarara and submitted to the office, on Plot 2, Mile 2, Masaka Road, or emailed to [info@mmti.ac.ug](mailto:info@mmti.ac.ug) not later than **07<sup>th</sup> January 2019**.

Short-listed candidates will appear for the interview by 13.01.2020

Only short-listed candidates will be contacted.