



AFRICAN RURAL UNIVERSITY

OFFICE OF THE UNIVERSITY SECRETARY

Contact Office:

P.O. Box 16253
Kampala, Uganda
Plot 617, Rubaga Mengo
Kibuga Block, Right off- southern gate
City Parents Basiima Campus
Tel: 256-41-256704 / Tel: 256-793-150990/1/2
Tel: +256-794150999

or

Main Office:

Kagadi-Hoima Road
Kibaale
P.O. Box 24
Kagadi, Uganda
E-mail: info@aru.ac.ug inquiries
www.aru.ac.ug

OPPORTUNITY TO SERVE

RE- ADVERTISEMENT

African Rural University (ARU) is an all Women University in Uganda, founded by Uganda Rural Development and Training Programme (URDT); it was licensed by National Council for Higher Education in 2011, under **License No. UI PL 017**. The University is promoting a life orientation that enables people to create their own desired circumstances, become change agents and rural entrepreneurs. The university introduces all students to technologies for creating and systems thinking techniques that enable all participants to have a deep understanding and relevant skills for innovations in rural development.

ARU Mission

The African Rural University for women provides transformational education to create effective change agents and makers within an African development context. ARU applies theoretical learning, innovative instruction, and field practice, so that ARU graduates can create conditions for people to improve their lives, transform their communities, awaken inherent leadership and increase their capacity for self- generating and sustainable change.

ARU aims at enrolling likeminded people who are ready to be trained in its philosophy and ideology to grow the institution and realize its mission and vision. ARU applies the visionary approach to transform communities. Therefore, ARU is seeking for persons who are: **visionary, Committed to the institution, Creative, have personal mastery of their work, self-managed, understand the socio- cultural practices, self- motivated** and are **willing to be trained in the principles, values and virtues** of the institution

Applications are therefore, invited from suitably qualified persons who believe they meet the above requirements to fill various vacant posts at African Rural University. **Hand written or typed applications, updated CV together with copies of academic transcripts and testimonials should be submitted to: The office of the University Secretary, African Rural University, P. O. Box 24, Kagadi or P.O. Box 16253, Kampala- Uganda** as stated above or e-mail to: hr@aru.ac.ug to be received not later than **Monday 15th May, 2017 5:00 pm.**

Those who applied earlier need NOT re- apply.

The detailed job descriptions and personal specifications for the re-advertised positions can be viewed on the University website www.aru.ac.ug

Positions

S/No	Post Title	Number of Vacancies	Scale	Status
1	Accountant	01	ARU6 Upper	Re-advertised
2	Accounts Assistant 2	01	ARU7 Lower	Re-advertised

MODE OF APPLICATION:

1. The application letter should bear the title of the post
2. Applicants should attach photocopies of their certificates, Academic Documents, a typed and signed CV.
3. The application must include the applicant’s telephone contact, e-mail address and telephone numbers of three referees.
4. Applicants should not apply for more than **one** post.
5. An applicant should be willing and ready to live and work in Kagadi District.

All applicants who would not have heard from us by **Monday 5th June 2017** should consider themselves unsuccessful.

FINANCE STAFF POSITIONS

JOB TITLE	:	ACCOUNTANT (1 Post)
Salary Scale	:	ARU6 Upper
Age	:	30 years and above
Appointed by	:	Vice- Chancellor
Reports to	:	Head of Department (University Secretary)
Responsible for	:	2 Accounts Assistants

Nature of Contract: Full time employment Performance Based and subject to six (6) months' probation

Role: Maintain up-to-date financial records of all types; operational expenses, salaries, donations, capital expenditures, investments, cash flow, utilities in compliance with accepted accounting principles and procedures stipulated in the Finance Manual and participate in all institution community services

Key result areas

1. Ensure financial systems & controls are maintained and upheld
2. Upholding International accounting principles
3. Conduct timely budgeting and reporting
4. Preparing and maintaining up-to-date books of accounts
5. Embracing Team learning and team work

Key Functions

1. Embracing the vision, mission and philosophy of African Rural University
2. Maintaining accounting controls by preparing and recommending amendments to policies and procedures for management attention.
3. Verification and certification of accurate transactions in accordance with the standard guidelines
4. Preparation of asset, liability, and capital account entries by compiling and analyzing account information.
5. Financial books and ledgers as stipulated in the ARU Finance Manual, related files and documents are up dated and kept in a proper manner.

Key Outputs

6. **Budgeting including;**
 - a) Guiding the university budgeting process
 - b) Cash flow projections
 - c) Personal mastery and team work in the creation of long and short range plans for the University in collaboration with the University Secretary are demonstrated.

7. Ensure that on regular basis the following checks are done:

Copies of receipts are properly retained in the receipt books that they agree with cash book entries

- a) Duplicate bank-pay-in slips agree with entries in the Cashbook and bank statements.
- b) Details listed in the cashbook and checkbooks agree.
- c) Check dates and details of petty cash entries and castings.
- d) Journal entries and forward for approval
- e) Castings in the cashbook to assess validity of balances carried forward
- f) Accuracy of bank reconciliation statements

8. Reporting

- a) Monthly bank reconciliation statements
- b) Preparing monthly financial management reports for attention of budget reviewers by 10th of every month
- c) Quarterly finance reports and cash flow projections by the 15th day of the new quarter;
- d) The annual Trial Balance is produced
- e) Readily provide information for internal audits and external auditing.
- f) Filing relevant returns to URA, NSSF and Registrar of Companies within stipulated deadlines

9. Supervision

- a) Guidance, supervision and appraisal of Accounts Assistants.
- b) Supporting the procurement and stores systems functionality
- c) Maintaining professional and technical knowledge
- d) Contributing to team work and demonstrate team learning

Person's specifications

- 1. Should be a graduate of either B.Com, or BBA (Accounting & Finance);
- 2. ACCA, CPA level two as an added advantage;
- 3. Should have minimum working experience of at least **Three years** in related field.
- 4. Must be conversant with electronic accounting software/ systems/databases;
- 5. Being a registered professional with the accounting profession
- 6. Have high level integrity

JOB TITLE	:	ACCOUNTS ASSISTANT 2 (1 Post)
Salary Scale	:	ARU 7 Lower
Age	:	25 years and above
Appointed by	:	Vice- Chancellor
Reports to	:	Accountant
Responsible for	:	Staff

Nature of Contract: Full time employment Performance Based and subject to six (6) months' probation

Role: Effective records keeping and management as stipulated in Finance Policy and guidelines and participation in all institution training and community service events

Key result areas

Producing and maintaining accurate accounting, finance and staff records

Key Functions

1. Embracing the vision, mission, and philosophy of African Rural University
2. Ensuring that all fees incomes, expense details, assets and inventory details are entered into the ARU financial system
3. Preparing authorized refund vouchers
4. Operating the university **operational account** and re-banking of returned funds
5. Preparing monthly balance sheet schedules for the attention of Accountant
6. Generate accountability status reports for attention of the Accountant
7. Managing petty cash & /cash out transactions
8. Filling records in an accurate and acceptable format
9. Submit weekly transaction status reports for verification
10. Verifying the monthly inventory records

Key Outputs

1. Raising and sending out invoices
2. Maintaining financial records and spreadsheets
3. Processing employee expenses
4. Regularly updating staff on financial matters regarding payments

Persons Specifications:

1. Should be a **Diploma holder in Accountancy or Diploma in Accounting and Finance** or its equivalent from a recognized institution.

2. Should have minimum working experience of at least **Two years'** in related field. Must be conversant with electronic accounting software/ systems/databases/packages; such as clean touch
3. High level integrity
4. Able to work under pressure and adhere to strict deadlines
5. Must possess analytical skills and ability to deal with emerging issues/concerns.
6. Have ability to be discreet, diplomatic, reliable and trustworthy, and prioritize tasks
7. A thorough, professional approach to work and being able to manage your own stress
8. Must have competency in information technology and team player.

Date of Re-advertisement:

Wednesday 3rd May 2017