



## ADVERTISEMENT FOR VACANT JOBS

The Microfinance Support Centre Limited (MSC) was incorporated in 2001 as a company limited by guarantee, as part of GOU's effort to promote access to affordable financial services for increased employment and wealth. The company offers affordable finance through its network of 13 regional offices spread throughout the country as well as through its networks of over 160 Agency SACCOs. It gives priority financing to enterprises in the agricultural value chain namely: production, value addition and marketing. Besides credit, MSC provides capacity building to its clients including SACCOs, Groups and Cooperative Unions to enable them to enhance their sustainably.

Following the process of corporate renewal that the Company is undertaking, MSC seeks to recruit suitably qualified and highly skilled persons with integrity, energy and a strong passion to create wealth and have a real impact on the lives of active poor Ugandans. MSC, therefore, wishes to fill the following vacant position(s) in its establishment.

**Position:** Operations Assistant  
**Reports To:** Operational Officer

### **Purpose:**

To assist the supervisor in achieving accurate & efficient zonal accounting services, reporting and administration services that adhere to MSC's internal control regulations and procedures

### **Key Result Areas:**

1. Support Budget preparation and Financial Reporting
2. Help in Credit delivery process supported
3. Perform Zonal office administration responsibility
4. Ensure compliance with MSC internal control regulations and procedures.

### **Key Accountabilities /Key Tasks:**

- Comply with MSC financial and accounting, policies and procedures.
- Support financial analysis of client's appraisal reports and provide guidance on the loan process.
- Manage Zonal imprest funds and ensure that adequate float is maintained and expenditure is according to the budget.
- Maintain accounting records of the Zone.
- Participate in the preparation and implementation of the zonal budget.
- Maintain and regularly update the Zone's assets register.
- Undertake institutional training, development needs assessment at the zone.
- Prepare vouchers and issue cheques upon proper approval and signatures of authorized persons.
- File accounting records including paid vouchers and supporting documents.
- Bank all Company revenue.
- Enter financial transactions into the computer system.
- Extract and compile financial data as directed for inclusion in a variety of financial reports



- Ensures weekly and monthly timely reporting e.g. customer care, productivity, liquidity, reconciliation, etc.
- Provides administration support for office cleaning, supplies, utilities, security, running of motor vehicles etc.
- Supply and replenish the Zonal office needs, and stationery, follow up on all procurement requests in the Zone and provide budget variance reports to the Zonal Manager.
- Maintenance of office equipment and general cleanliness of the office.

**Qualifications and Experience:**

- Diploma in any of the following fields; Business Administration, Commerce, Development Finance, Education, and Banking or any other related discipline from a recognized University / Institution.
- An honors degree in any of the following fields; Business Administration, Commerce, Development Finance, Education, and Banking or any other related discipline from a recognized University / Institution.
- Two (02) years of progressive working experience in business development services, Finance, institutional capacity development management or related field working with a reputable organization.
- Possession of relevant computer skills is a must.

**Competencies/Person Specifications:**

- Ability to build relationships and relate well with others to facilitate the accomplishment of work targets.
- Ability to analyse and interpret financial statements and other data.
- Ability to demonstrate attention to detail.
- Ability to demonstrate sound work ethics and high levels of integrity
- Ability to gather information.
- Ability to organize, plan and prioritize work.
- Ability to train and educate clients.

Candidates with the requisite qualifications and experience should send their applications with detailed Curriculum Vitae together with copies of certified academic certificates with at least 3 referees in properly sealed envelopes to the address given below clearly stating the job title applied for on the top right-hand corner, to be received no later than **15<sup>th</sup> March 2024 at 05:00 pm**. Applicants are encouraged to submit their job applications earlier before the closing date. Shortlisted candidates will be informed of the status of their applications by March 25, 2024.

**Job Applications should be addressed to:**

The Recruitment Specialist  
The Microfinance Support Centre Limited,  
Plot 32, Nakasero Road  
P.O. Box 33711 KAMPALA



At the point of submission of the job application, applicants will be required to fill out a Job Application Summary Form. MSC is an equal opportunity employer and is open to a transparent recruitment process. Any form of lobbying /canvassing for support will lead to the automatic disqualification of the concerned candidate. Submission of falsified academic documents and/ or false information regarding their experience and qualifications will lead to automatic disqualification and possible prosecution.