



NCDC COOPERATIVE SAVINGS & CREDIT SOCIETY

P.O. BOX 7002,

KYAMBOGO-KAMPALA

JOB ADVERTISEMENT

Job Title: SACCO Manager

Reports to: Chairperson, Executive Committee

Responsible for: Accounts Assistant

Duties and Responsibilities

- i). Implement and enforce all policies.
- ii). Propose new policies and amendments to the Executive Committee.
- iii). Prepare a business plan and annual budgets and enforce their implementation.
- iv). Represent the SACCO in business transactions delegated with the respective approval of the relevant organ.
- v). Prepare and present to the Executive Committee evaluation reports on the financial performance and budget compliance, as well as monthly, quarterly and annual reports.
- vi). Authorize and effect budgeted expenditures and sign all SACCO notes, cheques and orders for the disbursement of funds.
- vii). Prepare and maintain full records of all assets and liabilities, funds and securities.
- viii). Manage SACCO personnel according to the approved policies, plans and budgets.
- ix). Implement the General Meeting decisions as well as recommendations made by the Supervisory Committee and external Auditors.
- x). Ensure compliance with Statutory obligations.
- xi). Prepare such reports as may be required and keep the books and records of the SACCO according to the GAAP.
- xii). Direct and supervise the processing of loan applications

Minimum Qualifications

Either Bachelor of Commerce/Bachelor of Business Administration majoring in Accounting from a reputable institution and a CPA student on at least level II; with experience of at least 3 years in a similar or related business.

Or Or a CPA with experience of at least 3 years in a similar business.

Other competencies: MS Office, SACCO Management System, Interpersonal and analytical skills, ability to work under pressure, teamwork.

Salary package: Attractive.

Tenure of appointment: 2 Year contract renewable basing on performance.

Submission

If you are interested and have the above qualifications, Submit to your application, detailed CV and academic documents (in one file) to:

ncdcsacco@gmail.com and copy to tuhamose2@gmail.com

Contact – Musa Isiko: 0701 698174

Deadline: 3rd Dec 2021 at 5:00pm.

N.B:

NCDC SACCO is an equal opportunities employer and encourages all eligible candidates to apply.

Any applicant who will not have heard from us two months after the above deadline should consider her/himself as having been unsuccessful.

END