

VACANCY ANNOUNCEMENT JOIN CLINIC RESEARCH CENTRE



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint-venture between the Uganda Ministry of Health (MoH), the Ministry of Defense, and Makerere University Medical School (now Makerere College of Health Sciences). JCRC is located on plot 101 Lubowa Hill, off Entebbe Road, P.O. Box 10005, Kampala.

Vacancies at JCRC exist for well-qualified and experienced person to be filled as indicated below;

Job Title: Accounts Assistant

Department: Finance

Number of Vacancies: 2

Reports to: Senior Accountant

Duty Station: Lubowa-JCRC Headquarters

Directly Supervises: None

Job Summary: The Accounts Assistant is responsible for the preparation of Suppliers invoices in the accounting system and ensuring proper supplier files are updated. He/She shall handle and coordinate the payment process, including initiating payments in the bank and all documentation related thereto.

Duties and Responsibilities:

1. Review and capture invoices in the NAVISION (invoicing) and forward them for review.
2. Code and initiate payment Vouchers in the NAVISION.
3. Reconcile vendor accounts in liaison with the senior accountant and purchasing department.
4. Allocations of fuel bills and other shared costs to various projects.
5. Prepare the Bank reconciliations and forward them for review.
6. Review new, asset purchases and ensure the asset cards are fully updated.
7. Any other duties as may be assigned from time to time.

Qualifications:

- A bachelor's degree with a bias in accounting
- Minimum of 2 years of progressive and professional accounting experience
- Knowledge of accounting software packages
- A student of CPAU or ACCA.

Competences required;

1. Should have good interpersonal and communication skills and be a team player
2. Proficiency in Excel is an additional advantage
3. Knowledge of ERP Systems is an added advantage
4. Completion of at least level 2 of any professional Accounting course will be an added advantage.

Application Procedure

- All applications should be addressed to The Manager Human Resource & Development Joint Clinical Research Centre via jobs@jcrc.org.ug.
- Applicants are STRICTLY advised to apply with a cover letter and CV combined in one PDF document not exceeding six pages, quoting clearly the Position in the subject line, e.g., Accounts Assistant. .
- Label the PDF document with your full name.
- Failure to follow the above application procedure will lead to automatic disqualification.

Deadline: Tuesday, 25th November 2025 at 5:00pm.

Note: JCRC is an equal opportunity employer. Any attempts to influence the recruitment process will lead to automatic disqualification.