

## **EMCOS ADVERTISEMENT FOR SACCO ADMINISTRATOR**

**Position** : SACCO ADMINISTRATOR  
**Reports to** : Executive Board of Directors (BOD)  
**Duty Station** : Entebbe  
**Contract Term** : 4 years renewable subject to satisfactory performance  
**Job Type** : Full Time  
**Job Purpose** : The SACCO Administrator is responsible for overseeing daily operations, ensuring compliance with regulatory requirements, and supporting the efficient delivery of financial services to members.

### **Duties of the Administrator**

<b>S/NO</b>	<b>KEY RESPONSIBILITIES</b>	<b>DELIVERABLES</b>
<b>1</b>	Administering UCAA EMCOS	<ul style="list-style-type: none"><li>i. Managing the SACCO accounting and management computerized System;</li><li>ii. Managing and updating the Membership List</li><li>iii. Recruiting new Members to the SACCO;</li><li>iv. Ensuring interest on Member's savings is remitted in a timely manner;</li><li>v. Ensuring that Public Relations Contribution (PURESCO) is deducted from Members annually;</li><li>vi. Ensuring the Dividends are distributed in a timely manner when declared;</li><li>vii. Facilitating the transfer of shares between Members and the SACCO;</li><li>viii. Reconciling Payments that Accrue from Insurance benefits;</li><li>ix. Generating regular financial Reports from the accounting system for Discussion by the BOD and other purposes;</li><li>x. Facilitating payments to Members applying to quit the SACCO;</li><li>xi. Ensuring that SACCO building rent is paid in time without accumulating arrears;</li><li>xii. Processing public relations and condolences fees for Members who qualify;</li><li>xiii. Processing Board of Directors (BOD) and other staff allowances and facilitation to BOD and staff Meetings;</li><li>xiv. Processing and managing operational expenses;</li><li>xv. Coordination of internal audits (by Supervisory Committee of the SACCO) and external audits (twice annually)</li></ul>

		<ul style="list-style-type: none"> <li>xvi. Providing response to audit management papers to be discussed and forwarded by BOD to the auditors;</li> <li>xvii. Preparing management Reports for discussion at general Meetings;</li> <li>xviii. Compiling executive reports for discussion at SACCO general Meetings;</li> <li>xix. Drafting the SACCO annual budget for approval by the general meeting;</li> <li>xx. Administering the approved Budget, Office and SACCO assets;</li> <li>xxi. Organizing the Annual General Meeting (AGM)</li> <li>xxii. Ensuring all SACCO records are up to date and compliant with relevant regulations/ policies</li> </ul>
2	Processing monthly checkoff from Members	<ul style="list-style-type: none"> <li>i. Preparing and updating monthly check-off lists by adding newly disbursed Loans and removing completed Loans and keep the member register up to date;</li> <li>ii. Adjusting the check off List with Member's request for either increasing or reducing their monthly savings;</li> <li>iii. Submitting the Monthly check off List to UCAA pay and benefits for further processing;</li> </ul>
3	Management of SACCO accounts	<ul style="list-style-type: none"> <li>i. Analyzing members' deductions to determine the amounts to be posted to Loan repayment, different savings products and shares;</li> <li>ii. Reconciling members' deductions with the amount received from UCAA;</li> <li>iii. Preparing an excel sheet depicting the analyzed members deductions received from UCAA</li> <li>iv. Posting the reconciled analyzed amounts in individuals' accounts;</li> <li>v. Managing all other SACCO accounts in the system</li> </ul>
4	Loan and savings withdrawal disbursement	<ul style="list-style-type: none"> <li>i. Provide support to members who fail to apply for loan and savings on their own;</li> <li>ii. Posting of approved payments into the online system;</li> </ul>
5	Processing of Tax payments	<ul style="list-style-type: none"> <li>i. Process PAYE for SACCO staff;</li> </ul>

		<ul style="list-style-type: none"> <li>ii. Process property Tax for the SACCO;</li> <li>iii. Process operation permit for the SACCO building;</li> <li>iv. Process rental Tax for the SACCO building;</li> <li>v. Process NSSF for SACCO Staff;</li> <li>vi. Process payment to Uganda Microfinance Regulatory Authority for acquiring a License;</li> <li>vii. Filling of annual returns</li> </ul>
6	Coordination with Government Cooperative Offices and other regulatory Bodies	<ul style="list-style-type: none"> <li>i. Filling minutes and Resolutions with the Municipal Cooperative Office;</li> <li>ii. Filling Returns with Government Cooperative Regulatory Bodies;</li> <li>iii. Coordinating training for nominated Members of the SACCO;</li> </ul>
7	Filling of Reports	<ul style="list-style-type: none"> <li>i. File annual financial Report with the District Commercial Officer and Ministry of Trade, Industry and Cooperatives;</li> <li>ii. File quarterly reports to Bank of Uganda;</li> </ul>
8	Management of SACCO website and social media channels	<ul style="list-style-type: none"> <li>i. Develop, schedule and publish engaging and relevant content across all SACCO social media platforms and the website</li> <li>ii. Regularly monitor the website and social media accounts to respond to inquiries and comments promptly</li> <li>iii. Publicize SACCO news, events, members success stories, financial literacy tips and SACCO product updates to increase awareness</li> <li>iv. Ensure all content shared is compliant with SACCO policies, data protection laws and ethical standards</li> </ul>

## **Requirements**

1. Any bachelor's degree in Business Administration, Business Studies, Commerce, Finance or Accounting background or a related field equivalent qualification and a stage II professional accounting qualification ACCA or CPA.
2. Knowledge of SACCO operations, financial management and regulatory frameworks
3. Computer skills with ability to use MS Word, MS Excel and MS PowerPoint
4. Below 45 years
5. Training, Knowledge and experience in financial management software will be an added advantage.
6. 3 years' experience in a similar role would be an added advantage

## **Application Procedure**

The Employee Cooperatives & Credit Savings Society (EMCOS) SACCO, is seeking a, qualified, dynamic, trustworthy, financially literate individual with strong administrative skills, to join her team as a SACCO Administrator. If you fit that description, please visit our website: [www.emcossacco.co.ug](http://www.emcossacco.co.ug) and download the detailed job description. To apply, go to: <https://careeremcos.fillout.com/apply>

Application submission deadline.

EMCOS is an Equal Opportunity Employer!!

IMPORTANT NOTICE: Job Application is free and you are not required to pay any fee to apply.

For any inquiries, please email us at: [info@emcossacco.co.ug](mailto:info@emcossacco.co.ug)