



MAYANJA MEMORIAL HOSPITAL FOUNDATION

Plot 175 Mile2 Masaka Road, P.O. BOX 420476, Mbarara

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Web: www.mayanjamhf.org

24th August 2026

VACANCY ANNOUNCEMENT

Locum Accounts Assistant



Mayanja Memorial Hospital Foundation (MMHF) is a Ugandan National Non-Governmental Organization that supports implementation of high impact community health and development interventions in Mid- West, South West and Western Uganda.

MMHF seeks to fill a position of a Locum Accounts Assistant who will be responsible for assisting the Senior Accounts Assistant with the book keeping and accounting duties such as processing of requests, preparation of payments, posting and updating relevant accounting books and tools, managing and filling accounts documents. Interested and qualifying persons as per the details below are invited to send your application to the address as indicated in this advert.

Position: Locum Accounts Assistant (1)

Reports to: Senior Accounts Assistant

Duty Station: MMHF Offices-Mbarara

Terms of employment: Contract

Salary Scale: MMHF Assistants

Key duties and Responsibilities:

- Receive and register all incoming accountabilities routinely
- Process and pay beneficiaries within 5 days of receipt and registration of accountabilities
- Prepare vouchers, stamp paid, file and update corresponding cashbook within 2 days after payment
- Update the track-sheet of expenditure per budget line per district on a daily basis in a designated template
- Submit weekly updates on expenditures per budget lines per district to the finance officer by COB every Monday
- Surrender accountabilities into GMS and stamp surrender
- Update the tracking counter book (Received date, paid by amount and date, surrender by date)
- Prepare and submit monthly financial reports by 2nd of the following month to the finance officer
- Oversee the proper filing and archiving of financial documents

Required Qualification, Knowledge, Skills and Abilities

- i) Should have a Diploma in Business Administration or its equivalent.
- ii) Possession certificate in any of the accounting professional courses will be an added advantage.
- iii) A minimum of 2 years working experience in the same or similar position preferably but not limited to an NGO set up.
- iv) Proficient with Microsoft word, outlook and Excel.

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Community Empowerment in
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Our Mission:

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and Sustainable Health for All

- v) Quick books experience preferred.
- vi) Highly organized, accurate with great attention to detail.
- vii) Positive attitude, flexible and able to handle unique situations.
- viii) Ability to work independently and as part of the team.

Interested and suitably qualified candidates should hand deliver their documents i.e. Cover letter, CV (with 3 professional referees) and Copies of Certified Academic Credentials to the address below:

The Executive Director
Mayanja Memorial Hospital Foundation
Plot 175 Mile2, Masaka Road
P.O. Box, 420476, Mbarara City.

Or send online applications to: info@mayanjamhf.org

Submission Timeline: **Not later than Monday 7th September 2026 at 4:00pm EAT**

Note: For online applications, please organize your documents into a single PDF file.

Only a candidate who meets the above criteria will be shortlisted.

Please note that any form of canvassing will lead to automatic disqualification. MMHF is an equal opportunity employment organization and does not charge any fee at any stage of recruitment.



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