

JOB OPPORTUNITY

Yako Bank was incorporated in 2010 and began operating as a deposit-taking microfinance institution (Yako Microfinance Uganda Ltd) in September 2015. In 2020, the institution was upgraded and licensed by the Bank of Uganda as a Tier II Credit Institution under the name Yako Bank Uganda Limited, taking over the financial services business of its predecessor microfinance arm.

Today, Yako Bank is a fully-fledged credit institution serving a growing clientele through a network of four branches in Kampala and Jinja.

The Bank offers a variety of products and services including savings accounts, term deposits, collateralized and non-collateralized loans, and basic mobile banking services to its target markets—SMEs, salaried individuals, micro-entrepreneurs, and smallholder farmers.

1. FINANCE OFFICER –(No. of Positions 1)

This position reports directly to the **Finance Supervisor** and will be based at Head Office.

Role of the Job:

Responsible for preparing and submitting weekly and monthly Bank of Uganda returns, tax returns, payroll and statutory deductions in Yako Bank. The job entails supporting the Finance Supervisor with monthly BoU returns and GL reconciliation schedules, while ensuring compliance with the Finance Policy, the Delegated Authority Framework (DAF) and Tier 2 Credit Institution regulatory deadlines.

Key Result Areas:

- Prepare the Weekly Liquidity Risk Return and submit via the BSA portal within two working days of each reporting period.
- Support preparation of Form BS100 (Monthly Statement of Assets and Liabilities) by providing schedules and reconciliations for submission by the 7th of each month.
- Prepare and submit URA tax returns: PAYE, Withholding Tax (WHT), Value Added Tax (VAT) and Corporate Income Tax.
- Ensure PAYE, NSSF and WHT returns and payments are filed by the 15th of the month following the withholding.
- Maintain tax reconciliations to the General Ledger, respond to URA queries, and prepare monthly journals for tax provisions and statutory deductions.
- Process payroll and statutory deductions accurately and on time, and maintain payroll records reconciled to the General Ledger.
- Ensure NSSF contributions are remitted monthly – 15% of monthly emoluments (10% employer, 5% employee) in accordance with the NSSF Act.
- Assist with GL reconciliation schedules and post transactions within the Core Banking System (CBS) as required.
- Log exceptions and control breaches in the Exceptions Register, adhere to the DAF and apply AML/CFT finance controls, escalating suspicious transactions to Compliance.

Minimum educational and technical competence requirements:

- Bachelor's degree in Accounting, Finance, Commerce or a related field from a recognized University.
- Professional accounting qualification: CPA (U) or ACCA (completed or in progress); a tax qualification is an added advantage.

- At least 2–3 years of relevant experience in finance, tax or payroll, preferably in a bank or financial institution.
- Good knowledge of Uganda tax laws (PAYE, WHT, VAT, Corporate Income Tax) and the NSSF Act.
- Working knowledge of Bank of Uganda regulatory returns and the BSA portal.
- Proficiency in Advanced Microsoft Excel and payroll systems.
- High attention to detail, ability to meet strict statutory deadlines and a high level of integrity.

Position carries an attractive salary and benefits package.

Applications: Suitably qualified candidates should address their application in one document to Head, Human Resource, Yako Bank. email it to hr@yakobank.com as well as photocopies of academic testimonials, and a CV. The CV should include telephone contacts and email addresses of three referees, one of who should be the most recent employer.

Closing date for submission of the applications is **12th October, 2026**. Only shortlisted candidates will be contacted.

Please note that in line with the Bank procedures, no job offers are made online