



Date: **02/07/2024**

Our Ref: **BCH/07/HRM/2024**

Your Ref

Background

Bwindi Community Hospital (BCH) is a Church of Uganda owned, Missionary founded under Kinkizi Diocese, and Private Not-For Profit (PNFP) Hospital. It is located in Buhoma Town Council- Bwindi in Kanungu District, categorized as a General Hospital, but operationally a Referral Hospital. The Hospital seeks to recruit suitably qualified persons to fill the following vacant positions (**Finance Manager, Principal Nursing Officer and Medical officer Special Grade -Internal Medicine**).

Location: Bwindi Community Hospital, Kinkizi Diocese - Kanungu district.

Job Title: Finance Manager

Reports To: Director Finance and Administration

Responsible for: Accountants and Cashiers

Job Purpose: Responsible for overall leadership of the Finance department strategy and implementation. Role holder will be responsible for financial planning, management, and control, encompassing statutory, regulatory, and financial reporting. Strengthening the control environment to ensure the integrity of all financial information, managing, and planning for BCH Hospital's tax exposure versus sustainability from a compliance and risk perspective.

Qualifications and Experience:

- a) The ideal applicant must hold a Degree in Commerce/Business Administration, or related field majoring in accounting. Any post graduate training is added advantage.
- b) Applicants should have at least level two (2) of a professional accounting qualification such as ACCA or CPA.
- c) Proficiency in Quick books accounting software and Microsoft Office applications especially MS Excel.
- d) A minimum of three years accounting experience is required.



C.O.U Bwindi Community Hospital

'Health for all'

PO Box 58
Kanungu, Uganda
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- e) Excellent knowledge of International Financial Reporting Standards (IFRS), Uganda tax legislation and Generally Accepted Accounting Principles.
- f) Ability to prioritize and make strategic finance decisions that support business growth.
- g) Ability to adhere to hospital core values.
- h) Good interpersonal and Communicational skills.

Key Duties and Responsibilities

- Participate in budget exercises including annual and programme specific budgeting.
- Ensure monthly budget monitoring for the organisation.
- Prepare monthly and quarterly reports to be presented to relevant committees.
- Ensure that all of the hospital's financial obligations and statutory requirements are fulfilled, including requirements to funding partners and timely reporting to Donors and stakeholders.
- Liaise with the internal auditor to participate in annual audit exercises, including preparation of necessary documentation.
- Analyse revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis.
- Preparation of monthly reconciliation and budget variance analysis.
- Ensure the efficient management of the hospital's financial resources in accordance with internal policies and financial standards.
- Ensure adequate record keeping of all financial data as per the hospital's policies. e.g. filling of vouchers, receipts and other documents.
- Ensure safety of the accounting information and risk management.
- Other duties that may be assigned from time to time by the Supervisor and or management.



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1) JOB TITLE: PRINCIPAL NURSING OFFICER (1)- REF: HRM/07/02/PNO (RE ADVERTISED)

Reports to: Deputy Executive Director

Responsible for: Nurses/Midwives and graduate Interns.

Job purpose; To provide quality nursing services and teaching services to students undertaking nursing education.

Key Duties and Responsibilities

- ✓ Implementing nursing protocols.
- ✓ Allocating duties to nursing staff and students for smooth running of wards/units.
- ✓ Planning, monitor, and evaluate nursing activities.
- ✓ Managing performance of staff.
- ✓ Supervising, coaching, and mentoring staff and students.
- ✓ Participating in research activities for evidence-based practice.
- ✓ Participate in continuing Professional Development Programs.
- ✓ Preparing and submitting reports.

QUALIFICATIONS AND EXPERIENCE(REQUIREMENTS)

- 1) A Bachelor of Science Degree in Nursing or its equivalent from a recognized University or Institution and Master of Nursing science is a MUST. Any post graduate training in Health Services or health systems. management is added advantage.
- 2) Must be registered with the Uganda Nurses and Midwives Council.
- 3) Must have a valid practicing license.
- 4) Must have working experience of at least three (3) years, at Nursing senior level position.
- 5) Must be a professing Anglican with evidence of espousal of Church of Uganda (Anglican) principles and values.
- 6) Knowledge of Computer Applications /skills is desirable.
- 7) Team player with excellent communication and reporting skills.
- 8) Ability to adhere to the hospital cores values



**3) JOB TITLE: MEDICAL OFFICER SPECIAL GRADE -INTERNAL MEDICINE (PHYSICIAN) ;REF
HRM/07/01/PH**

Reports to: Director Clinical Services/Deputy Executive Director

Responsible for: Medical officers and Medical Interns.

Job Purpose: To manage the delivery of effective and efficient Internal medicine services by the hospital.

Key Functions

- 1) Planning and budgeting for Internal Medicine programs
- 2) Diagnosing and treating patients.
- 3) Referring patients.
- 4) Monitoring and evaluation of programs.
- 5) Developing and implementing continuous professional development programs.
- 6) Supervising, coaching, mentoring and appraising staff.
- 7) Training and mentoring staff and students.
- 8) Initiating and carrying out research activities
- 9) Enforcing adherence to the Code of Conduct and Ethics.
- 10) Accounting for the allocated resources.
- 11) Compiling and submitting periodic **reports**

Person Specifications/ professional requirements

- 1) Must have MBChB or equivalent from a recognized University/Institution.
- 2) Must have a Master of Medicine Degree in Internal Medicine or its equivalent.
- 3) Must be registered with the Uganda Medical and Dental Practitioners Council.
- 4) Must have a valid practicing License.
- 5) Knowledge of Computer Applications /skills is desirable.
- 6) Team player with excellent communication and reporting skills.
- 7) Ability to adhere to the hospital cores values



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How to Apply,

Applications with CVs, copies of academic documents and recommendation from your current church in **ONE single PDF** file should be addressed to: **The Human Resource Manager**, Bwindi Community Hospital, P.O. Box 58 Kanungu. Hand-delivered to Hospital secretary's office or emailed to: secretarybwindihospital@gmail.com and copy in hrbwindihospital@mail.com and not later than **15/7/2024**. For further inquiries/help, you may call hospital line 039288024.