

# ALL SAINTS UNIVERSITY LANGO

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## OFFICE OF THE UNIVERSITY SECRETARY

24/03/2026

### ASUL EXTERNAL ADVERT – 001/2026

*Applications are invited from suitably qualified persons to fill an administrative vacant position that is available at All Saints University Lango.*

*Application forms, Curriculum Vitae and most recently Certified Copies of Academic documents should be addressed to:*

The University Secretary  
All Saints University Lango  
P.O Box 32, Lira

*The deadline for receiving applications is 10<sup>th</sup> April, 2026 at 05:00pm sharp.*

#### POSITION: UNIVERSITY BURSAR (1 Position)

##### PURPOSE OF THE JOB

- To carry out strategic financial planning and budgeting of the University's activities and operations.
- To provide professional leadership and guidance in the management of financial resource including monitoring the utilization of funds.

##### KEY FUNCTIONS

- Developing and formulation of strategic financial plans and budgets for the University, outlining project revenue sources and expenditures and measures to be taken to control costs.
- Developing and installing effective financial management systems and procedures aimed at improving financial reporting and account in accordance with Government and the University Financial policies and procedures.
- Supervising the preparation and production of annual budget timely.
- Ensuring proper maintenance of books of accounts and production of periodical financial statements.
- Establishing stringent expenditure control procedures to ensure that proper authorization for payments is strictly followed, any expenditure incurred is supported by payment vouchers and other valid accounting documents and ensuring that budgetary allocations are not exceeded without justifiable cause.

- Supervising preparation and production of final accounts of the University.
- Participating in contract negotiations with suppliers and contractors and following up to ensure that all contractual obligations are fulfilled and are cost effective.
- Ensuring proper maintenance, storage and security of financial and accounting documents
- Assessing training needs to accounting staff as well as providing them with on-the-job training.
- Carrying out performance staff appraisals.
- Preparing monthly financial reports showing achievements against set targets as well as providing justification for variances.

#### KEY OUTPUT

- Strategic plans and budgets developed and formulated.
- Annual budget timely prepared and produced.
- Books of accounts maintained.
- Periodical financial statements prepared.
- Stringent expenditure control procedures established.
- Financial accounts prepared and audited.
- Contracts followed to ensure fulfillment of contractual obligations.
- Financial and accounting documents securely stored.
- Staff performance appraisal carried out.
- Monthly financial reports prepared.

#### PERSON SPECIFICATIONS

- **Minimum qualifications:** MBA degree and relevant first degree. Full professional qualifications of ACCA, CPA, and ICMA.
- **Skills:** should have strong leadership, interpersonal and communication skills with a track record of managing large budgets and installing effective financial management systems.
- Should be proficient in using word processing, spreadsheet and accounting computer software packages.
- **Experience:** - should have a minimum of five years' experience in financial management gained from a big institution.
- Should have experience and knowledge of governmental and donor funding policies and procedures.

Thank you

University Secretary  
All Saints University Lango