

JOB TITLE : **SENIOR ACCOUNTS ASSISTANT**

SALARY SCALE : JG8-(FIN)

REPORTS TO : SENIOR ACCOUNTANT

RESPONSIBLE FOR : N/A

JOB PURPOSE

To perform basic accounting processes involving preparing books of accounts and keeping custody of accounting transaction records.

- **Primary Location:** Kasangati, Wakiso District, Uganda
- **Posting End Date:** 15-JANUARY-2023
- **Employee Class:** Full Time Employee
- **Date Available:** Immediately
- **Hours per Shift:** Varies
- **Length of Shift in weeks:** Varies
- **Shifts per cycle:** Varies
- **Shift Pattern:** Days, Evenings, Nights, Weekends, On Call
- **Days Off:** TBD
- **Salary/Month:** Negotiable

KEY FUNCTIONS

- i. Providing custody for accounting records and documents
- ii. Processing deferred tax payments and returns and keeping records thereof
- iii. Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts
- iv. Preparing Pay Change report forms and reconciling income and expenditure transaction reports
- v. Entering transactions into the commitment control register
- vi. Providing custody of cash and imprest (petty cash) and effecting payments
- vii. Preparing draft daily/weekly/monthly reconciliation reports

PERSONAL SPECIFICATIONS

i. Qualifications

- **EITHER:** A minimum of a Diploma in Accounting or Financial Management or Business Studies/Administration from a recognized awarding Institution.
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- **OR** A Pre-professional Accounting Qualification (ATC or CAT) awarded from recognized Institution and accredited by the Institute of Public Accountants of Uganda (ICPAU).

ii. Experience

- At least three (3) years of working experience as an Accountants Assistant in a reputable organization.

iii. Competencies

- Financial Management
 - Communicating Effectively
 - Information Technology
 - Accountability
 - Ethics and Integrity
 - Time management
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