

**JOB TITLE** : **ACCOUNTS ASSISTANT**

**SALARY SCALE** : JG9-(FIN)

**REPORTS TO** : SENIOR ACCOUNTANT

**RESPONSIBLE FOR** : N/A

**JOB DESCRIPTION**

To perform routine accounting activities involving data entry, financial records keeping, sorting and verifying documentations.

- **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. Preparing vouchers
- ii. Assigning Invoice numbers to transactions for further processing
- iii. Recording data and capturing on the system
- iv. Providing Information on Electronic Fund Transfer (e.g., mobile money) and executing payments to Beneficiaries
- v. Preparing payment advice form and compiling returns
- vi. Posting vote books and subsidiary ledgers

**PERSONAL SPECIFICATIONS**

**i. Qualifications**

- **EITHER:** A minimum of a Diploma with a bias either in Accounting or, Financial Management or, Business Studies/Administration with Accounting and/or Financial Management as a subject obtained from a recognized Institution.
  - **OR** A Pre-professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution.
-

**ii. Experience**

- At least two (2) years of working experience in Accounts is preferred

**iii. Competencies**

- Bookkeeping and Ledger Management
  - Ethics and Integrity
  - Information Technology
  - Accountability and Time management
-