

## Accountant Job Advert

COBURWAS International Youth Organization to Transform Africa (CIYOTA) is a nonprofit organization situated in Kyangwali Refugee Settlement in Kikuube District. Our mission is to transform Africa by providing access to quality education for conflict-affected children, empowering socially responsible entrepreneurial leaders and entrepreneurs to unite communities and create sustainable peace, love, and prosperity.

We are looking for an **Accountant** to work in our finance department to manage day-to-day transactions as it is outlined in the duties summarized in the next paragraph. CIYOTA runs a Primary and Secondary School in Kyangwali with the Head Offices in Kayunga - Wakiso. The suitable candidate will be expected to be flexible enough to rotate to the different field offices in case the need arises.

### **Job Summary:**

The position requires maintaining accurate financial records by collecting, analyzing, and recording financial transactions and by maintaining proper books of accounts. It requires keeping all income, expenses, assets and liability accounts in the assigned area up to date to ensure the accuracy of the organization's financial statements. The successful candidate should ensure that the organization's assets are safeguarded, financial procedures and internal controls of the organization are followed, taxes are retained and paid on time.

The successful candidate should be very well conversant with accounting principles, accounting rules, and should have previous experience with bookkeeping and should have the ability to analyze financial statements and spot numerical and posting mistakes.

***For more information about this opening, please find the attached JD and Qualification Requirements.***

## Accountant Job Description

<b>Job Description Post:</b>	Accountant
<b>Responsible to:</b>	Finance Director
<b>Duty Station:</b>	Field Office in Kyangwali Refugee Settlement

The Accountant position is full time one year contract renewable every year basing on one's performance and will involve coordinating and working with a project team as well as staff and parents in case one is rotated to our primary or secondary school.

### **The Specific Duties include:**

#### **1. To maintain accurate financial records.**

- Handling all the cash receipt and disbursement transactions
- Preparing weekly, monthly, and quarterly financial reports.
- Preparing monthly bank reconciliations
- Checking all incoming requisitions in line with the budget
- Posting food contribution from students and ensure that students balances are up to date
- Posting expense reports
- Perform petty cash count at the end of every month

#### **2. To ensure statutory compliance**

- Ensure computation and remittance of statutory obligations (NSSF and PAYE).

#### **3. To ensure the safeguarding of the organization's resources.**

- Continuous checking of daily transactions for misstatements or errors
- Reconcile payable and receivable with expected balances;
- Develop & implement collection strategies ensuring cash and food collection targets are met
- Periodically monitor, and assess existing controls in relation to the organization's finance policy;
- Preparing, updating and maintaining a proper asset register
- Ensure the organization's assets are properly used
- Maintain proper inventory records and ensure that inventory is issued following right procedure

## **QUALIFICATION REQUIREMENTS:**

### **Education:**

First-level university degree in Accounting, Finance, Economics, Commerce or related field. Advanced certificate in CPA or CMA is preferred.

### **Experience:**

1. Process-oriented, structured with attention to detail, get it done attitude, and a strong desire to significantly grow in his/her career.
2. Solid knowledge of the business operating environment in Uganda.
3. Solid knowledge of the prevailing tax regulatory environment
4. Solid understanding of IFRS and General Accounting Practices

### **Competencies:**

1. Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
2. Hands-on experience with accounting software like Sage and Tally
3. Advanced MS Excel skills including Vlookups and pivot tables
4. Experience with general ledger functions
5. Strong attention to detail and good analytical skills
6. Willing to work beyond working hours
7. Able to work without or with minimal supervision

### **Job Application Procedure:**

Suitably qualified and interested applicants should address their applications to:

**The Human Resource Manager,  
CIYOTA  
P.O. Box 37403 Kampala  
Tel: 0393 240900.**

Please send a cover letter, your current CV with details of 3 work-related referees and copies of your academic credentials to the email below. Applications must not exceed 2MBs.

Email: [info@coburwas.org](mailto:info@coburwas.org) and copy [charles@coburwas.org](mailto:charles@coburwas.org) by 10<sup>th</sup> July 2022 before 5 pm.