



GREENHILL ACADEMY

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# **VACANCY ANNOUNCEMENT** **ACCOUNTANT FINANCIAL OPERATIONS**

## **Position Overview:**

Reporting to the Group Chief Financial Officer, the Accountant - Financial Operations will manage the day-to-day functions of the Finance team and act as a liaison with other departments. The primary responsibility is to ensure that the financial transactions are properly recorded in a timely manner and in compliance with International Financial Reporting standards and relevant laws and to provide financial analysis and insight to support decision-making.

## **Key Responsibilities:**

1. Develop financial plans, monitor and control budgets
2. Manage the Financial operations, ensuring transactions are accurate, up-to-date and in compliance with accounting standards and regulations
3. Liaise with External Stakeholders to ensure compliance and smooth operations
4. Prepare and review financial Reports
5. Contribute to the development of policies and procedures and ensure they are adhered to
6. Oversee the inventory Management processes
7. Manage, coach and mentor the team

## **Educational Qualification and Experience**

- Bachelor's degree in Accounting, Business administration, Commerce, Statistics or other relevant discipline
- Professional Accounting Qualifications: ACCA/CIMA/CPA/ CFA or other related qualification
- At least 5 years working experience with 3 years in a supervisory role
- Proven experience in financial and management accounting and financial reporting
- Knowledgeable in IFRS
- Knowledge of SAGE accounting or similar system

## **Key Skills**

- Able to work effectively with stakeholders at all levels
- Attention to detail, and good work ethics
- Strong analytical skills
- Excellent Collaboration and teamwork skills

**Interested applicants should address their application letters to the Head of Administration. Hand in your application letter with copies of academic documents and referees to the main Front Office, Greenhill Academy- Kibuli by Friday 13<sup>th</sup> October, 2023 or email to; [info@greenhillacademy.ac.ug](mailto:info@greenhillacademy.ac.ug).**

**Detailed job description is available on [www.greenhillacademy.ac.ug](http://www.greenhillacademy.ac.ug)**

## **Job Description: Accountant Financial Operations - Greenhill Holdings**

### **Position Overview:**

Reporting to the Group Chief Financial Officer, the Accountant - Financial Operations will manage the day-to-day functions of the Finance team and act as a liaison with other departments. The primary responsibility is to ensure that the financial transactions are properly recorded in a timely manner and in compliance with International Financial Reporting standards and relevant laws and to provide financial analysis and insight to support decision-making.

### **Key Responsibilities:**

#### **1. Planning and Budget management**

- a. Participate in the preparation of the annual budget in liaison with other departments
- b. Monitor income and expenditure, performing variance analysis and ensuring adherence to financial targets and objectives.
- c. Monitor the cash position and provide continuous support for financial forecasts

#### **2. Manage the Financial operations, ensuring transactions are accurate, up-to-date and in compliance with accounting standards and regulations**

- a. Ensure timely and accurate recognition of all income streams and that all cash receipts are banked promptly and intact.
- b. Monitor accounts receivables and liaise with the relevant departments to ensure collections are done in time.
- c. Review and validate the posting of expenses so that they are correctly allocated to the appropriate accounts and periods and ensure expenses accrued where necessary.
- d. Perform monthly reconciliations of accounts and resolve any discrepancies, ensuring robust month-end and year-end procedures
- e. Review payments ensuring support documentation is complete and ensure these are properly filed.

#### **3. Manage External Stakeholders**

- a. Ensure correct computation and timely submission and settlement of statutory obligations.
- b. Liaise with relevant authorities such as URA, NSSF, and local authorities to resolve work-related issues that may arise.

- c. Support the Group Chief Financial officer in working with external auditors, banks, tax specialists and other external parties.
- d. Address and resolve customer and supplier queries completely and in a timely manner.

#### **4. Preparation of Financial Reports:**

- a. Assist in the preparation of financial statements and reports, including income statements, balance sheets, and cash flow statements.
- b. Prepare accurate and timely information for the management accounts.
- c. Monitor and analyze financial performance, identifying trends and areas for improvement.

#### **5. Policies, Process Adherence and Improvement:**

- a. Participate in the development and implementation of financial policies and procedures and system enhancements
- b. Ensure financial transactions are performed in adherence to financial policies and contractual obligations.
- c. Proactively identify areas for process improvement, recommend changes and implement agreed-upon process changes effectively.
- d. Collaborate with other teams to ensure proper financial controls and risk management practices are in place

#### **6. Inventory Management:**

- a. Oversee goods received and inventory control processes.
- b. Monitor issuances from stores.
- c. Coordinate regular stocktaking activities.

#### **7. Team Management:**

- a. Provide leadership and guidance to the finance team, fostering a collaborative and high-performance work environment.
- b. Supervise accounting staff on daily tasks.
- c. Provide training and mentoring to new and existing staff as needed.

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- At least 5 years working experience with 3 years in a supervisory role

- Proven experience in financial and management accounting and financial reporting
- Knowledgeable in IFRS
- Knowledge of SAGE accounting or similar system

### **Key Skills**

- Able to work effectively with stakeholders at all levels
- Attention to detail,
- organisation and time management skills
- Strong analytical skills •
- Excellent written and spoken English skills
- Proactive and able to take the initiative
- Excellent Collaboration and teamwork skills
- Demonstrable good work ethic