



The Palliative Care Association of Uganda (PCAU) seeks to recruit a qualified and competent person to fill the position of an Accounts Assistant in their Finance Department. The ideal candidate should be able to help the company in complying with all its statutory requirements and meeting the Organization's standards.

**Position Description:** Accounts Assistant

**Department:** Finance and Administration

The position of Accounts Assistant requires a person who is energetic, flexible, and a team player. He/she should be hard-working and able to work independently with minimal supervision, with a high degree of integrity, and should be eager to learn and contribute to the growth and development of the PCAU Finance and the Administration Department.

### **Key responsibilities**

She/he will be responsible for:

1. Providing timely financial reports, discussing these and interpreting financial information to the organization's management verbally and in writing.
2. Monitoring and interpreting cash flows and predicting future trends.
3. Analysis of change in the business and advice accordingly.
4. Supporting developing financial management mechanisms aimed at managing risks.
5. Conducting reviews and evaluations for cost-reduction strategies and opportunities.
6. Supporting in the management of the organization's financial accounting, monitoring and reporting systems.
7. Supporting in handling both external and internal auditors, responding to audit queries and resolving all management letter points.
8. Managing external relationships with key business stakeholders including lawyers, Company bankers, URA, KCCA, NSSF.
9. Ensuring in the strictest sense compliance with statutory requirements. She/he will be responsible for the preparation of the Company payroll.
10. Producing accurate financial reports for management and external parties as required.
11. Supporting the management of the Organization's budgetary process including production of budgetary performance reports and enforcing budget discipline.
12. Support in sourcing funding for the Organization's activities.
13. Keeping abreast with changes in financial reporting standards, tax regulations, employment laws and other pertinent legislation in Uganda.

14. Be responsible for stores management and overseeing the Organization fixed assets register.
15. Be responsible for managing the organization's utility bills.
16. Supporting in the proper management and maintenance of all organization's properties and assets.
17. Supporting in the managing and supervising support staff in charge of general assistant roles, drivers and security of office premises.
18. Supporting in the managing and maintaining of organizational vehicles.
19. Supporting in the management of staff group savings association or staff SACCO.

### **Reporting Lines**

- The Accounts Assistant reports to the Organization's Accountant/Finance Officer.

### **Academic & Experience Requirements**

- a) The ideal candidate should be at least level two of CPA; with a minimum of 2 years' experience in an accounting and administration role.
- b) Possession of a bachelor's degree in a business-related field, and majoring in accounting would be an added advantage,
- c) Proficiency in using Accounting Software like Tally, Quick Books, Sun Systems, Microsoft NAV is a must. She/he should be thorough with Microsoft Office packages like Word, Excel, Access, and PowerPoint.
- d) She/he must be excellent in report writing and possess strong organization and leadership skills.

### **Application process**

Interested candidates having the above qualifications and experience should email their application quoting the above job title to [pcau.admin@pcau.org.ug](mailto:pcau.admin@pcau.org.ug) Please attach your CV including your email address, day time telephone contact, qualifications, achievements, experience, present position and names and addresses of three referees. Submit your application as a single PDF file not exceeding 3MB.

Address your application to:

**The Executive Director  
Palliative Care Association of Uganda  
P.O Box 34985, Kampala**

The closing date for receipt of applications will be 23<sup>rd</sup> March 2025. Only those shortlisted will be contacted. Canvassing will amount to automatic disqualification of the potential candidates.