

EMPLOYMENT OPPORTUNITY – EXTERNAL ADVERT

The Law Development Centre (LDC) invites applications from suitably qualified candidates (Ugandans) to fill the position of Senior Accountant, tenable at LDC Kampala campus.

Job Title: Senior Accountant

Reports to: Manager Finance

Salary grade: LS 5

Type of Contract: Full time (4 years)

Job Purpose:

To provide routine financial management and accounting support relating to budget execution, preparing financial statements and tracking accountabilities.

Duties and Responsibilities:

1. To verify completeness of payment requisitions, justification and documentation of financial transactions.
2. To supervise periodic reconciliations of ledgers and cash books to account – statements; non-tax revenue to URA provisional returns, and provide advice on appropriate action.
3. To produce routine financial management information and draft periodic financial statements and reports for management use.
4. To prepare draft periodic statements and reports for compilation of final accounts.
5. To coordinate preparation of draft responses to audit activities or queries and oversight issues.
6. To prepare requests for funding.
7. To perform any other duties as may be assigned by the Manager Finance.

Qualifications and Experience:

- i. Bachelor's (Hon) degree in Accounting or Finance.
- ii. Possession of relevant professional qualification such as ACCA, ACA, or CPA, ICSA is a must.
- iii. Member of ICPAU.
- iv. Master's Degree in Finance or Accounting is an added advantage
- v. At least three (3) years' work experience, as Accountant in Government or an equivalent level of accounting work experience from a reputable private organisation.

Key Competencies:

- i. He/she should be a strategic financial manager.
- ii. Possesses strong relationship management skills.

- iii. Should be creative and innovative.
- iv. Ability to embrace change management.
- v. He/she should be a person of high integrity.
- vi. Results Oriented.
- vii. Effective communication and interpersonal relations skills.
- viii. He/she should be a team player.

Applications clearly indicating the position applied for should be addressed to **The Secretary/Head, Human Resource & Administration, Law Development Centre, P. O. Box 7117 Kampala** and should be:

1. Submitted by email addressed to hr@ldc.ac.ug **OR**;
2. Hand delivered to the LDC Reception at either Kampala Campus, Mbarara Campus or Lira Campus.

NOTE: Applicants should attach up-to-date Curriculum Vitae, certified copies of academic documents and any other relevant documents that will support their application. For applications by email, applicants should submit scanned copies of the application and supporting documents in **Portable Document Format (PDF) as a single file.**

Deadline for submission of application is **Friday 13th September, 2024 at 5:00pm.**

NOTE: Only shortlisted applicants will be contacted