



JOB ADVERTISEMENT

Job Title:

Accounts Assistant

Job Summary:

The Accounts Assistant will play a vital role in supporting the financial operations of the company by managing day-to-day accounting tasks. This includes ensuring accurate financial record-keeping, processing payments, and supporting the finance team in maintaining compliance with industry specific regulations.

Key Responsibilities:

Administrative Tasks: Handling filing, data entry, and other administrative duties to support the finance team.

Financial Record Management: Accurately recording and maintaining financial transactions, such as invoices, payments, and receipts.

Support for Reporting: Assisting in the preparation of financial reports

Reconciliation: Reconciling bank statements, accounts, and records to ensure consistency and accuracy Timely.

Professional Qualifications**1. Educational Background:**

- o A diploma or degree in Accounting, Finance, or a related field.
- o Certifications such as CPA (Certified Public Accountant) or ACCA (Association of Chartered Certified Accountants) are an added advantage.

2. Technical Skills:

- o Proficiency in accounting software like Tally, QuickBooks, or Sage.
- o Advanced Microsoft Excel skills for data analysis and reporting.

Key Competencies**1. Accuracy and Attention to Detail:**

- o The ability to handle financial data with precision and ensure records are error-free.

2. Organizational Skills:

- o Capability to manage multiple tasks, meet deadlines, and maintain orderly records.



3. Numerical Aptitude:

o Strong mathematical and analytical skills to process transactions and generate reports.

4. Knowledge of Ugandan Tax Regulations:

o Familiarity with local tax laws, VAT, PAYE, NSSF contributions, and other regulatory requirements.

5. Ethics and Integrity:

o Trustworthiness and confidentiality in handling sensitive financial information.

6. Technical Skills:

o Proficiency in accounting software such as Tally or QuickBooks,
o Strong Microsoft Excel skills for data management, analysis, and reporting.

7. Knowledge of Local Regulations:

o Familiarity with Ugandan tax laws, including VAT, PAYE, and NSSF.
o Understanding of regulatory compliance in financial reporting.

Personal Traits

1. Integrity and Confidentiality:

o High ethical standards and the ability to maintain confidentiality when handling sensitive financial information.

2. Teamwork and Collaboration:

o A positive attitude toward working with others and contributing to team goals.

3. Communication Skills:

o Strong verbal and written communication skills to interact professionally with clients, suppliers, and team members.

Adaptability:

o Flexibility to work in dynamic environments and industries,

Application Process:

Submit your resume, portfolio, and cover letter detailing your qualifications and experience to vacancy@mp3talentsync.com **Deadline: 23rd /Dec/2024**

Join our client's team to make a significant impact in the construction industry!