



JOB ADVERT

ACCOUNTANT – REPORTING AND OPERATIONS, BUWAATE

About Greenhill Academy

Greenhill Academy is a private, Christian founded school started in February, 1994.

Greenhill Academy is looking for a dynamic, suitably qualified and experienced applicant to fill the vacant position of Accountant-Reporting and Operations. The position is based at Greenhill Academy, Buwaate.

Job Purpose

Reporting to the Group Chief Financial Officer, the Accountant – Reporting and Operations will manage the day-to-day functions of the Finance team, and act as a liaison with other departments. *The primary responsibilities are to ensure that the management and financial reports are accurate and timely* and that financial transactions are properly recorded in a timely manner and in compliance with International Financial Reporting standards and relevant laws.

Specific Tasks: (Key Areas of Accountability)

1. Planning and Budget management

- a. *Lead the preparation and consolidation* of the annual budget in liaison with other departments
- b. Monitor income and expenditure, ensuring adherence to financial targets and objectives.
- c. Provide information required for Cash Flow projections and investments
- d. *Draft the management reports, performing variance analysis and investigating causes of variances*
- e. *Ensure budgets are uploaded on the system.*

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.
- f. Ensure registration of new fixed assets and that all fixed asset transactions are accurately stated in the asset module and books of accounts

3. Manage External Stakeholders

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

4. Preparation of Financial Reports:

- a. Draft 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 team, fostering a collaborative and high-performance work environment.
- b. Supervise accounting staff on daily tasks.
- c. Take full responsibility for the performance of direct reports, conducting evaluations and ensuring performance standards.
- d. Provide training and mentoring to new and existing staff as needed.

Required Qualifications, Experience, Knowledge, Skills & Behaviour

- Bachelor's degree in Accounting, Commerce, Statistics or other relevant discipline
- Professional Accounting Qualifications: ACCA/CPA/ CFA or other related qualifications
- 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
- Attention to details with strong analytical, spoken and written skills
- Excellent collaboration, teamwork and synergy with all Stakeholders at all levels.

The Accountant- Reporting and Operations will be expected to model Greenhill Academy's core values:

- Christian Based; Courtesy; Result Oriented
- Integrity, Transparency & Accountability
- Team work; Professionalism; Social and Environmental Responsibility

How to apply:

All qualified and interested candidates should submit the following documents a) Application letter; b) CV indicating 3 referees, two of whom should have been your direct supervisors & salary history (attached as one document) to hr@greenhillacademy.ac.ug by 07th February, 2025; 5.00 pm. Only shortlisted candidates will be contacted.