



## **ARCHITECTS REGISTRATION BOARD**

Established by Act of Parliament Under the Architects Registration Act 1996.

**First Floor, Kalamu House, PKF Building (Opposite Mulago Hospital), Plot 1B Old Kiira Road**

**Vision:** Excellence in the regulation of architecture in Uganda.

**Mission:** To achieve high standards of architecture and professionalism through regulation, registration, training, sensitization and promotion of ethical standards.

### **JOB OPPORTUNITY**

The Architects Registration Board (ARB) of Uganda is a statutory body established by an Act of Parliament with the following functions:

- a. To regulate and maintain the standard of architecture in the country;
- b. To register architects;
- c. To make byelaws for better carrying into effect the provisions of this Act;
- d. To prescribe and regulate the conduct of architects in Uganda
- e. To promote training in architectural sciences.

The Board is seeking a qualified and experienced individual to fill the vacant position of Accounts Officer.

**Job Title: Accounts officer**

Reports to: Registrar

#### **Key Duties and Responsibilities:**

1. Perform book-keeping for all expenses and revenues in the office using Quick Books
2. Manage accounts receivables and payable (bill payments, salaries, petty cash etc.) in a timely manner
3. To establish and maintain fiscal files, records and document transactions
4. To maintain and reconcile bank/cash and all general ledger accounts
5. Manage the filing/archiving of all contracts, invoices and salary slips and other relevant documents.
6. Post entries to proper ledger accounts to ensure proper accounting methods, principles and policies are being followed
7. Ensure compliance and timely filing of all taxation and other regulatory requirements (NSSF, PAYE, VAT & WHT)
8. Help Processing payments for any activity related expenses and also supplier payments
9. Management and monitoring cash and bank balances and ensuring adequate balances to meet all payment needs.
10. Prepare monthly cashflow plans/projections by the 5<sup>th</sup> of every month
11. To enforce credit control, planning and budget control
12. Tasked with the preparation of timely financial reports.
13. Liaise with the tax advisors and external auditors to respond to queries, provide documents and seek advice / resolution from them.
14. Perform any other duties as assigned to by the supervisor

**Qualifications, Skills and Experience:**

The Applicant must hold a Bachelors degree of Commerce or Business-related degree from a recognized higher institution of learning. (CPA qualification is an added Advantage).

Knowledge of the generally acceptable accounting principles (GAAP)

Two years of relevant professional experience

Excellent spoken and written English communication skills Experience with QuickBooks accounting software and excellent knowledge of accounting, book-keeping and forecasting and operations management, and proficiency in MS-Office especially Excel

Excellent organization and administrative skills with attention to detail. Thorough knowledge and understanding of the accounting principles, practices, standards and laws & regulations  
Proficiency in analyzing and manipulating huge volume of data

**How to apply:**

Send soft copies by email of application letter, C.V, copies of academic certificates, contacts of 3 referees addressed to

**The Registrar**

**Architects Registration Board**

**P.O. Box 25796, Kampala, Uganda.**

OR

Email to: [arb.uganda@gmail.com](mailto:arb.uganda@gmail.com)

**Closing date: 10<sup>th</sup> APRIL , 2024 before 2.00pm**