

And



OPPORTUNITY

TMK & CO. is a member firm of Russell Bedford International
www.russellbedford.com

Our client is an international school based in Lubowa-Entebbe road. We are looking to recruit an administration/accounts assistant to join a dynamic team which will ensure that the business remains above the competition in this very competitive industry. We are looking for a dynamic, enthusiastic and self-motivated individual to join our client's team.

Vacancy title: Administration/Accounts Assistant (1)**Overall role purpose**

To support the smooth operation of the school by ensuring the following: first class customer experience, all school facilities operate properly, school support staff effectively carry out their duties and necessary logistics are in place, support the school to meet its statutory obligations.

Essential duties and responsibilities:**Customer services roles:**

Manage the admission process for new parents including:

- Receiving and showing potential parents the school and its facilities
- Provide and explain information: curriculum, fees structure, uniform, extra curricula activities, school profile etc.
- Provide uniforms to children who have paid
- File admission documents for each child
- Assist teachers to receive/sendoff children in the mornings/afternoon and liaise with parents as appropriate

School office management

Manage the school office including:

- Receiving and responding to telephone calls
- Writing and sending out emails as appropriate
- Assisting teachers with typing and printing as may be required
- Manage stationery and other logistics
- Manage the filing system
- Purchase school requirements as instructed by the School Coordinator or directors

Accounts related role

- Manage the school petty cash
- Payments and requisitions
- Processing payments of PAYE, NSSF and other statutory payments
- Write cheque payment vouchers and cheques as may be required
- Post expenditure and other information into the school management system and the accounting system
- Prepare various financial reports

Support staff and facilities management

- Assist in managing the support staff of the school including van drivers, chef, security guards, and cleaners
- Approving weekly menu and agreeing purchases to be made
- Ensure that the school is properly cleaned on a daily basis and kept clean at all times
- Ensure kids for pickup by the van are picked up and delivered to the school on time
- Generally ensuring that the school facilities are all clean and working as required

Normal working hours 7am to 5pm Monday to Friday and 9am-1pm on Saturdays

Note: The above description is illustrative of the tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, copy machines, fax machines, and telephones.

Knowledge, Skills and Abilities

Excellent written and spoken English skills

Confident and pleasant personality

Ability to describe problems, verbally and in writing, to supervisor as required.

Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Ability to carry out instructions furnished in written or verbal form.

Ability to use personal computers and software applications, including Microsoft Office products, accounting packages etc.

Ability to problem solve job-related issues.

Ability to work with a diverse group of individuals.

Ability to process paperwork accurately and in a timely manner according to standardized procedures.

Ability to maintain confidentiality of information.

Strong organizational and time management skills.

Knowledge of office management procedures.

Qualification Profile

- Qualified or CPA level 3 and above
- University degree preferably a business related course such as Bcom, BBA etc.
- 3 years previous office experience and accounting experience preferred.

The ideal candidate should be:

- Qualified or CPA level 3 and above;
- A Bachelor's degree in accounting, business administration, business statistics, mathematics, economics or related field;
- Have experience/knowledge of accounting software with ability to effectively train others;
- Previous experience in a school environment will be an added advantage;
- Strong communication and interpersonal skills.
- Preferably not more than 30 years with at least 3 years relevant experience;

Remuneration:

Salary will be discussed at the interviews

How to apply:

Applicants should apply by sending their CV and cover letter to info@tmk.co.ug and copy info@acadia.ac.ug by Friday 26/04/2024.