



We are Hiring:

Position: Accountant

Location: Kampala.
Department: Finance and Accounting
Reports to: Head of Finance
Deadline for application: 22nd September 2024.
Vacancies: 1

ABOUT THE COMPANY: Chickentnight is a Ugandan Quick Service Restaurant chain with a heritage and customer trust spanning over 20 years, boasting of a network of twelve (12) branches.

Job description Summary: An Accountant helps Chicken Tonight make critical financial decisions by collecting, tracking, and correcting the company's finances. They are responsible for financial and stock audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.

Key Roles and Responsibilities:

- Manage all accounting transactions: Ensure source documents are provided for all transactions and kept well.
- Must demonstrate attention to detail and analytical skills and knowledge of GAAP.
- Checking and verifying accuracy and completeness of transactions, ensure correct entries, arithmetic correctness and authenticity of transactions.
- Preparation of daily sales report.
- Be Up to date with the billing system and ensure sales and cash are balancing on a daily.
- Ensure all monies are banked for the previous day sales and confirm with deposit slips against bank statement.
- Confirm daily online sales report as reported by cashier's vs the system ensure all partner receipts are attached and signed off.
- Reconcile online sales account reports with the different partners weekly and ensure the reports tally, report any variances and have them sorted within the week.
- Ensure all accounts receivable are remitted as per partner agreement and expected amounts, flag any discrepancies.
- Reconcile accounts payable with the different suppliers.
- Investigating and resolving any irregularities or enquiries
- Ensure Complete and correct journal entries and ledger postings in the Sage accounting system.
- Keeping track of all payments and expenditures, purchase orders, invoices, payment vouchers, statements, etc.
- Verifying petty cash expenditure by branches and ensure proper cash management spend by branches.
- Preparation of the monthly statement of Income.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Manage balance sheets and profit/loss statements: Ensure the Balance sheet balances on monthly basis and the figures are not altered after submission.
- Tracking of assets and maintaining an up-to-date Asset register.
- Preparation of monthly bank reconciliation statement and ensure its posting on the SAGE.
- Inventory movement tracking
- Provision of weekly stock movement reports: work hands in hand with stock controller.
- Reinforce financial data confidentiality and conduct database backups when necessary
- Maintaining historical records: Ensure safe custody of source documents and other necessary files.
- Timely delivery of reports
- Handle monthly, quarterly and annual closings in the accounting system
- Oversight to the other accounts team.
- Assisting in general financial management and analysis.

JOB SPECIFICATIONS AND MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Business Administration, Finance, Commerce, Accounting, Auditing, or other relevant field
- Professional qualification such as CPA, ACCA (**MUST HAVE COMPLETED ALL LEVELS**)

- A minimum of (3) three years of related work experience in a Financial Management related environment, one of which should have been attained in Management Accounting in a reputable organization
- In depth understanding of International Financial Reporting Standards (IFRS).
- Proficiency in ERP (e.g. SAGE), MS Packages (MS Word, Excel, PowerPoint) and financial modelling
- Ability to work independently with minimal supervision
- Track record of leading functional teams/units
- Great attention to detail
- Highly innovative and with a proven high level of integrity;
- Good communication and presentation skills at a senior level
- Excellent time management, analytical skills and strategic planning abilities
- Capable of working under pressure to meet tight deadlines
- Ability to work independently, proactively and in a team to deliver the business;
- Good track record of outstanding performance;
- Excellent interpersonal and communication skills;
- Excellent administrative and negotiation skills;
- Confident and dynamic personality
- Business Acumen

TO APPLY

Submit your CV and Cover Letter to one of the following:

E-mail: Write Email to recruitment@chickentonight.ug with Accountant" in the subject line

Only shortlisted candidates shall be contacted.

Chickentonight Ltd adheres to the Employment Act of Uganda 2006 is an Equal Opportunity Employer.