



We are Hiring:

Position: Senior Accountant

Location: Kampala.
Department: Finance and Accounting
Reports to: Head of Finance
Deadline for application: 15th February 2025
Vacancies: 1

ABOUT THE COMPANY: Chickentontight is a Ugandan Quick Service Restaurant chain with a heritage and customer trust spanning over 20 years, boasting of a network of thirteen (13) branches.

Job description Summary:

The Senior Accountant will oversee the financial operations and reporting of the restaurant's business activities, ensuring compliance with accounting standards, financial accuracy, and operational efficiency. This role requires a strong understanding of the hospitality industry, attention to detail, and the ability to work in a fast-paced environment.

Key Roles and Responsibilities:

1. Financial Management and Reporting:

- Prepare, examine and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Generate monthly, quarterly, and annual financial reports, including balance sheets, income statements, and cash flow statements.
- Ensure timely and accurate month-end and year-end closing processes.=
- Analyzing key financial data and advising senior management on strategic planning.
- Study the branch P&L and ensure costs are within minimum
- Manage general ledger activities and perform reconciliations for accounts such as bank accounts, payroll, and inventory.
- Oversee the preparation of profit and loss statements and balance sheets for individual outlets and the overall company.
- Review and management of petty cash expenditure at branch level
- Conduct risk assessment and advise on ways to minimize risk

2. Budgeting and Forecasting:

- Develop and monitor budgets in collaboration with all stakeholders.
- Provide weekly and monthly financial forecasting and insights to aid in decision-making.
- Track and analyse key financial metrics, including food costs, labour costs, and overhead.
- Review budget proposals and prepare necessary supporting documentation and justification.
- Monitor budget implementation and progress, providing regular updates to management.

3. Accounts Payable and Receivable:

- Supervise accounts payable and accounts receivable processes, ensuring timely and accurate payments and collections.
- Review vendor contracts, invoices, and payments for accuracy and compliance.

4. Cost Control and Inventory Management:

- Develop and maintain cost accounting systems to provide accurate cost information.
- Conduct detailed cost analysis to identify cost-saving opportunities and recommend actionable measures.
- Monitor and analyze budget variances and report significant issues to management.
- Work with various departments to ensure cost-effective operations and processes (Supply chain and branches)

- Monitor overall usage of packaging materials
- Work with operations teams to manage and reduce food and beverage costs.
- Implement and monitor inventory control measures to prevent losses.
- Wastage management
 - Conduct periodic inventory audits to ensure accuracy and accountability.

5. Internal Controls and process management:

- Develop, implement, and monitor internal controls to safeguard assets and ensure financial accuracy.
- Identify areas for process improvements within the accounting and supply chain function and implement best practices.
- Participate in the development and enhancement of accounting policies and procedures.
- Train and mentor junior accounting staff on best practices and company policies.
- Ensure compliance with local, state, and government reporting requirements and tax filings.
- Maintain an up-to-date Asset register
- Ensure an UpToDate Menu costing
- Monitor stock take and ensure accurate postings in the system.
- Manage central stores and kitchen inventory movements, Month end stock takes for the whole chain
- Report and resolve any inventory variances arising from Central stores and the kitchen.
- Oversee the semi processed goods production.

6. Compliance and Audit:

- Ensure compliance with local tax regulations and file accurate tax returns (e.g., VAT, PAYE, corporate tax).
- Prepare and support internal and external audits.
- Stay updated with changes in accounting and tax laws relevant to the hospitality industry.

7. Team Collaboration and Leadership:

- Provide guidance to junior accounting staff and ensure accurate bookkeeping practices.

8. Cross-Functional Collaboration:

- Work closely with other departments to gather and analyze relevant financial information.
- Provide financial insights and guidance to support strategic decision-making.
- Collaborate with restaurant managers to streamline operational financial processes.

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 (5) five 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: Dead line 15th February 2025.

E-mail: Write Email to recruitment@chickentonight.ug with Senior 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.