**Job Title: Senior Accountant**

**Department:** Finance  
**Reports to:** Chief Finance Officer  
**Location:** Kampala Uganda  
**Job Level:** Senior Management

**Supervises**: Accountant Payables, Accountant Receivables

**Job Purpose**

To provide strategic and operational leadership in financial management, with specific responsibility for overseeing accounts payables and receivables. The position supports the CFO in ensuring financial integrity, efficiency, compliance, and reporting excellence, while playing a critical role in decision support, cash flow optimization, and team development

**Key Responsibilities**

**1. Financial Analysis and Reporting**

* Prepare and review monthly, quarterly, and annual financial statements to ensure accuracy, completeness, and compliance with applicable standards (IFRS or GAAP).
* Lead the preparation of management accounts, financial dashboards, and variance analyses to support informed decision-making.
* Ensure that audit findings and management letter recommendations are implemented in a timely and effective manner.
* Review and approve underwriting and financial transactions to ensure compliance with internal policies and industry standards.
* Oversee reconciliation of general ledger accounts, ensuring timely resolution of discrepancies and maintaining accurate financial records.
* Supervise the preparation and review of accountabilities submitted by departments to ensure proper financial treatment and postings.

**2. Strategic Planning and Budgeting Support**

* Support the CFO in developing annual budgets and financial forecasts, using historical data and business projections.
* Monitor actual financial performance against budgets and provide variance analysis with actionable recommendations.
* Work with departmental heads to align budget proposals with organizational priorities and strategic goals.
* Ensure that resource allocation decisions are supported by sound financial analysis to drive value and mitigate risks.

**3. Financial Systems and Process Improvement**

* Design, test, and implement new or upgraded financial management systems.
* Collaborate with IT and system vendors to integrate financial systems with other enterprise systems for improved data flow and reporting.
* Review the performance of existing financial systems and recommend improvements to enhance functionality, accuracy, and efficiency.
* Update financial policies and procedures in line with emerging best practices, regulatory changes, and business needs.

**4. Compliance and Regulatory Reporting**

* Ensure compliance with all relevant financial regulations, including IFRS, GAAP, and local statutory requirements.
* Stay abreast of changes in tax laws, accounting standards, and insurance regulations to ensure continuous compliance.
* Oversee the preparation and timely filing of all statutory returns including IRA submissions, tax returns, and other regulatory reports.
* Support both internal and external audits by preparing required documentation, responding to audit queries, and implementing audit recommendations.

**5. Risk Management and Internal Controls**

* Strengthen the internal control environment through development and enforcement of sound financial policies and procedures.
* Ensure segregation of duties, authorization controls, and audit trails across key financial processes.
* Conduct regular internal control reviews and risk assessments to identify and mitigate financial risks.
* Investigate anomalies and implement corrective actions to uphold financial integrity and operational transparency.

**Supervisory Responsibilities**

* Provide technical guidance and leadership to the **Accounts Payable and Accounts Receivable** teams.
* Oversee performance management, capacity building, and continuous improvement initiatives within the finance team.

**Qualifications and Experience**

* Bachelor’s degree in accounting preferably BCOM, BBA and related disciplines.
* A fully qualified professional accountant (CPA or ACCA).
* Minimum 05 years of progressive accounting experience, with at least 02 years in a senior accounting or supervisory role.
* Experience in the insurance or financial services sector will be an added advantage.
* Strong working knowledge of financial reporting frameworks (IFRS/GAAP), financial systems, and internal controls.

**Competency**

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| **Competency** | **Level 1**  *Standard* | **Level 2**  *Specialist* | **Level 3**  *Team Leader* | **Level 4**  *Leadership* |
| Financial Reporting |  |  |  |  |
| Analytical Thinking |  |  |  |  |
| Technical Accounting (IFRS/GAAP) |  |  |  |  |
| Risk Management |  |  |  |  |
| Internal Controls |  |  |  |  |
| Financial Systems Proficiency |  |  |  |  |
| Leadership & Team Management |  |  |  |  |
| Communication |  |  |  |  |
| Decision-Making |  |  |  |  |

**Signature:**

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| Name of Job Holder: | Signature(s): | Date: |
| Name of Supervisor: | Signature(s): | Date: |