



## **EAST AFRICAN CIVIL AVIATION ACADEMY**

**P.O. Box 333 Soroti-Uganda**

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**Web site: [www.flysoroti.ac.ug](http://www.flysoroti.ac.ug) E-mail: [training@flysoroti.ac.ug](mailto:training@flysoroti.ac.ug)**

*In any correspondence on this subject*

*Please quote Ref:*

Your Ref:

12<sup>th</sup> April 2023

The East African Civil Aviation Academy- Soroti, invite applications from suitably qualified, Ugandans to fill the vacant post. Interested persons should submit in their application letters attaching the following;

- i) A certified copy of Academic Transcripts and certificates
- ii) A copy of National Identification Card

Application should be addressed to:

The Director

East African Civil Aviation Academy Soroti,

P.O Box 333, Soroti- Uganda.

And submitted via [training @flysoroti.ac.ug](mailto:training@flysoroti.ac.ug)

### **DEADLINE FOR APPLICATION**

**Friday 30<sup>th</sup> April 2023 5:00pm**

**Only shortlisted candidates will be contacted.**

## ACCOUNTS UNIT

<b>Job Title</b>	:	Senior Accountant
<b>Reports To</b>	:	Director
<b>Supervises</b>	:	Accountant
<b>Salary Scale</b>	:	U4
<b>Age</b>	:	30 Years and Above

## JOB PURPOSE

To provide financial services to the Academy, head the Accounts section and advise management on finances and regulations.

## JOB DESCRIPTION

The incumbent will be responsible to the Director, East African Civil Aviation Academy, Soroti for performing the following duties: -

- i. Maintaining main and subsidiary Accounts.
- ii. Verifying financial documents and payments.
- iii. Maintaining accounting ledgers for budgetary control.
- iv. Preparing estimates for expenditure.
- v. Preparing periodical financial statements and reconciliation.
- vi. Preparing of final accounts.
- vii. Planning and monitoring work schedules.
- viii. Supervising and developing subordinate staff.
  
- ix. Any other duties as may be assigned from time to time.

## PERSONAL QUALIFICATIONS

Applicants must be Ugandans by nationality with:

- I. An Honors Bachelor's Degree in Finance and Accounting or Commerce (Accounting option) or Business Administration (Accounting option), or Business Studies (Accounting option) plus full Professional Accounting qualifications like CPA, ACCA or CIMA;

**OR**

An Honors Bachelor's Degree in Sciences or Humanities plus full Professional Accounting qualifications like CPA, ACCA or CIMA;

**OR**

Full professional Accounting qualifications like CPA, ACCA, or CPA plus a minimum of a Post Graduate Diploma in any relevant accounting discipline;

i. Possession of a Master's Degree in Business Administration or Financial Management or Accounting, or General Management from a recognized University/Institution shall be an added advantage; and

ii. Applicants should have at least three (3) years working experience in Public Service, served at the level of Accountant in Government or equivalent level of experience from a reputable organization.

**Job Title** : Accountant  
**Reports To** : Senior Accountant  
**Supervises** : Senior Accounts Assistant  
**Salary Scale** : U4  
**Age** : 25 Years and Above

**JOB PURPOSE**

To provide financial services to the Academy within the approved budget in line with the Financial Regulations.

**JOB DESCRIPTION**

- i) Certifying all expenditure at the Academy
- ii) Preparing annual and monthly financial statement of accounts;
- iii) Preparing the monthly cash flows;
- iv) Reconciling bank statements with cash books to iron out discrepancies;
- v) Answering audit queries and inquiries; and
- vi) Supervising and guiding lower staff.

## **KEY OUTPUTS**

- i) All expenditure at the Academy certified;
- ii) Annual and monthly financial statement of accounts prepared;
- iii) Monthly cash flow statement prepared;
- iv) Bank statements reconciled with cash books to iron out discrepancies;
- v) Audit queries and inquiries answered;
- vi) Lower Staff supervised and guided.

## **PERSONAL QUALIFICATION**

### **EITHER:**

An Honors Bachelor's Degree in either Commerce (Accounting option) or Business Administration

(Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;

**OR Full** professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU from a recognized Institution;

### **Competences**

- i) Financial Management
- ii) Communicating effectively;
- iii) Information Technology;
- iv) Accountability;
- v) Ethics and Integrity; and
- vi) Time management.