

UGANDA CRICKET ASSOCIATION

National Council of Sports
Lugogo
P. O. Box 8346
Kampala.

Tel: (256)393 264916
E-Mail: info@ugandacricket.com
website: www.ugandacricket.com

Monday, 19 August 2019

UGANDA CRICKET ASSOCIATION

Position: Accountant

Cricket is the second most popular sport in the world with a following of over 2.5 billion people, played in over 125 Countries in the world. Cricket has been played in Uganda for over 100 years and Uganda's first international match was played in April 1914.

Uganda Cricket Association (UCA) exists to govern and grow the game of cricket in Uganda, providing year-round programs at every level to drive success, inspiring unity and diversity. We are forward thinking and motivated to succeed. We intend to succeed on the world stage and be the sport that Uganda is most proud of.

We are motivated by ambitious goals and inspired by the exceptional people that we work with and we are looking for an Accountant based at Kampala who will report to the Secretariat's Chief Executive Officer (CEO).

Purpose

To provide financial information to management in form of routine management accounts for planning purposes.

Maintaining accounting records on QuickBooks and reporting to CEO on a routine basis.

Key Responsibilities

Perform monthly, quarterly and annual accounting activities including reconciliations of bank accounts, coordination and completion of annual audits, and reviewing financial reports/support as necessary.

Analyze and report on financial status including income statement variances, communicating financial results to management, budget preparation and analysis.

Oversee taxes and abide by statutory regulations

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Responsibilities:

- Presentation of routine management accounts
- Process all receipts (e.g., petty cash/event petty cash) and record corresponding revenues
- Manage all money requests
- Maintain general accounting records.
- Review and monitor QuickBooks event reports for reasonableness
- Make sure that all receivables, receipts, and payable items are processed and recorded accurately and timely; participate in and monitor collection of receivables; submit and file rent calculations and lease payments
- Facilitate annual financial audits
- Prepare schedules for the month end / quarter end-reporting package.
- Complete the monthly Financial Statement Checklist and supporting package documentation.
- Perform bank reconciliation and general ledger accounting
- Monitor receivable balances and collection efforts, ensuring adequate reserves are recorded as necessary.
- Ensure compliance with generally accepted accounting principles and company procedures / policies.
- Support audit processes, preparing internal and external audits
- Assist in the preparation of monthly forecasts and update figures in the QuickBooks (budget/forecasting) system.
- Other duties as assigned

Key Requirements

- A bachelor's degree from any recognized university in any of the following areas; Finance, Economics, Statistics, Accounting, Commerce, or Business Administration
- Relevant professional qualification (e.g Level 2 CPA or ACCA) is an added advantage.
- Four years comparable work experience in a reputable firm
- QuickBooks Accounting System knowledge is required

Remuneration:

Attractive salary and health insurance.

CHAIRMAN: *BADU ANSASIRA BASHIR*; HONORARY SECRETARY: *MICHAEL NUWAGAB*;
BOARD MEMBERS: *EMMANUEL TIBAGYE*; *HANUMANT KATKAR*; *JEREMY KIBUKAMUSOKE*; *MARY*
NANDERENGA; *PAUL KAHERU*; *PAULO LUSWATA*; *PREMAL YAJNIK*;
C.E.O: *MARTIN ONDEKO (TEL: 0773976713)*

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The position will carry a two-year contract, which will be renewable for the same period but with an annual review based on performance targets.

Please submit a sealed cover letter and resume, **with at least two references**, to:

The Chief Executive Officer
Uganda Cricket Association
P.O.Box 8346
Kampala

Or

Hand deliver to the Association's Headquarters at:

National Council of Sports Headquarters,
Lugogo Indoor Stadium Complex.
Behind the MTN Arena.

Or email: info@ugandacricknet.com

All applications sent by email should either be word or pdf documents.

The closing date for receiving applications is **Monday 2nd September 2019**