



PostBank

# VACANCY NOTICE

PostBank is a Commercial Bank that is committed to fostering prosperity for Ugandans. The bank is growing and giving opportunity for its employees and the public. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

## POSITION DESCRIPTION

### JOB TITLE: FINANCIAL CONTROL ACCOUNTANT

### REPORTS TO: FINANCE MANAGER GENERAL LEDGER CONTROLS

#### JOB PURPOSE

- The role holder will ensure the overall integrity & accuracy of the general ledger & preparation of Financial & Management reports, assist the Finance Manager General Ledger controls in the financial reporting function and ensure adherence to IFRS & PBU policy in any matter of financial reporting.

#### KEY RESPONSIBILITIES /KEY DELIVERABLES

##### Strategic/ Financial

- Custodian of the general ledger, chart of accounts & the repository for all Financial & management information for the Bank.
- Ensuring that all fixed asset acquisitions are properly and promptly captured in bank reports/ system.
- Ensuring that work in progress is monitored regularly and completed works capitalized appropriately.
- Ensuring monthly depreciation costs are booked appropriately.
- Recommend assets due for write off and or disposal.
- Carry out asset count exercise to establish accuracy of asset records vs physical presence.
- Preparation of requisite schedules to facilitate audit exercises (internal, external and Bank of Uganda).
- Maintain proper documentation for asset count reports, movement, disposal and write offs.
- Monitoring all balance sheet & income statement account movements and ensuring that they reflect the correct balances and all relevant account reconciliations are performed and corrective actions taken as per the laid down guidelines in the internal control framework for balance sheet substantiation.
- Perform revenue assurance on the balance sheet and ensure no income leakages.
- Preparation of monthly general ledger reconciliations
- Reconciliation of suspense accounts to ensure that they are cleared daily.
- Ensure maintenance of and adherence to PBU accounting policies & procedures.
- Handling bank reconciliation and following outstanding items to timely resolution.
- Preparation of daily, monthly and quarterly management and regulatory reports.
- Perform any other duties as may be assigned from time to time.

#### BUSINESS BEHAVIOURS

**Professionalism** –Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Planning & Organizing** - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Client Orientation** - Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and

matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects, meets timelines for delivery of products or services to client.

#### QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor’s degree in Accounting, Finance, Commerce, Statistics, Economics or any related field.
- Professional accounting qualification ACCA/CPA is an added advantage
- A minimum of 2 years’ experience in banking or an equivalent industry.
- Ability to analyze and evaluate data for acceptability and correctness.
- Analytical mind with strong orientation to financial analysis.
- Ability and experience in communicating with all levels of management regarding management information needs.
- Good interpersonal skills required in liaising with people at different levels within the bank.
- Good planning and organization skills. Dynamic self – starter with a personal ambition to succeed.
- Ability to work under pressure to meet tight deadlines.
- Excellent computer skills, particularly in MS Word, MS Excel and MS access, Power Point.
- The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.
- Ability to demonstrate positive image and role model PBU’s values and leadership behavior.
- A sense of ownership and pride in performance and its impact on the bank’s success.
- Must be a person of impeccable integrity.

#### THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

#### MODE OF APPLICATION

- Online applications addressed to **Chief Human Resource Officer**, PostBank Uganda.
- Send application to **hr@postbank.co.ug** with job title as subject.
- Closing Date: **Friday 31<sup>st</sup> January 2025 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda Ltd is an equal opportunity employer.

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