

NATIONAL COUNCIL OF SPORTS (NCS)

EXTERNAL VACANCY ADVERTISEMENT (SEPTEMBER 2016)

National Council of Sports (NCS) is a statutory organisation that was established in 1964, to among other things; Develop, Promote and Control all forms of sports in the country.

NCS is currently looking for a suitable and qualified Ugandan to fill the following vacant position:-

Job Title: Principal Accountant

Reports to: General Secretary

Duty station: Head Office-Kampala

Job Purpose:

To provide guidance and technical support, to the Council on proper management and accountability for the financial resources of the Council in the accordance with the financial laws.

Key Functions

- Head of the Accounts Section
- Managing, controlling and accounting for the financial resources of the Council.
- Overseeing the development of financial accounting systems required to ensure that financial management and accounting systems are maintained.
- Ensure that expenses are adequately budgeted and accurately coded.
- Preparing and coordinating budgets and work plans for the Council.
- Preparing books of accounts and accounting records.
- Reconciling bank statements to iron out discrepancies with cash books.
- Preparing monthly, quarterly and annual financial reports to management and for audit purposes
- Preparing monthly reconciliation statements.
- Answering audit queries and mandatory inquiries whenever necessary.
- Preparing quarterly, half yearly and end of year trial balances.
- Planning, supervising and assessing the performance of Accounts staff.
- Enforcing adherence to financial policy, regulations and professional practices in all financial transactions.

Person Specifications

1. Qualifications

- **EITHER** : A Bachelors Degree (Honours) in Commerce (Accounting option) , Business Administration (Accounting option) , Business Studies (Accounting option) or Finance and Accounting plus, other Professional qualifications in Accounting such as ACCA, CPA, ACIS and CPE from a recognized University/Institution.

- **OR:** Full professional qualifications in Accounting such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution that is accredited by the Institute of Certified Public Accountants of Uganda (ICPAU), plus a Post graduate diploma in Financial Management or Business Administration from a recognized awarding Institution.

2. Experience.

- At least six (6) years experience in accounting, three (3) of which must have been served at the level of Senior Accountant in Government, or equivalent level of experience from a reputable organization.

3. Competences

- Financial Management, planning, Budgeting, Problem solving and Decision making, Communication, Concern for quality and standards, Ethics and Integrity and Time management.

Interested and eligible persons who meet the prescribed requirements are invited to submit their applications. Applications accompanied with copies of academic certificates, transcripts, and a detailed CV indicating names of three referees should be delivered to the address below not later than 5:00pm on Friday 16th September 2016.

Only shortlisted candidates will be contacted.

**The General Secretary
National Council of Sports (NCS)
Lugogo Sports COMPLEX
P.O 20077, Kampala.**

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NCS is currently looking for a suitable and qualified Ugandan to fill the following vacant position:-

Job Title: Accounts Assistant

Reports to: Senior Accounts Assistant

Job Purpose: To perform routine accounting activities involving data entry, financial records keeping, sorting and verifying documentations.

Key Functions

1. Preparing vouchers;
2. Assigning Invoice numbers to transactions for further processing;
3. Recording data and capturing on the system;
4. Providing Information on Electronic Fund Transfer and executing payments to Beneficiaries;
5. Preparing payment advice form and compiling returns; and
6. Posting vote books and subsidiary ledgers.

Person Specifications.

1. Qualifications and experience

- A Bachelors Degree in Accounting, Financial Management or, Business Studies/Administration with Accounting as a major option obtained from a recognized awarding Institution.
- **OR Full** A Pre-professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution.

2. Competences

- Book Keeping, Ledger Management, Information Communication Technology, Accountability, Ethics and Integrity, and Time management.

Interested and eligible persons who meet the prescribed requirements are invited to submit their applications. Applications accompanied with copies of academic certificates, transcripts, and a detailed CV indicating names of three referees should be delivered to the address below not later than 5:00pm on Friday 16th September 2016.

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NATIONAL COUNCIL OF SPORTS

JOB POSTINGS

National Council of Sports (NCS) is a statutory organisation that was established in 1964, to among other things; Develop, Promote and control all forms of sports activities in the country. NCS seeks to recruit qualified and competent persons to fill the following vacant positions.

NCS is currently looking for suitable and qualified Ugandans to fill the following vacant positions

- Principal Accountant (1)
- Accounts Assistant (1)

The details of this job adverts are to be found on the NCS website:
www.ncs.ug

Mode of Application.

Interested and eligible persons who meet the prescribed requirements are invited to submit their applications. Applications accompanied with copies of academic certificates, transcripts, and a detailed CV indicating names of three referees should be hand delivered to the address below not later than 5:00pm on Friday 17th September 2016.

Only shortlisted candidates will be contacted.

**The General Secretary
National Council of Sports (NCS)
Lugogo Sports COMPLEX
P.O Box 20077
Kampala**