



UGANDA COMMUNICATIONS COMMISSION

VACANCY ANNOUNCEMENT (Re-Advertised)

The Uganda Communications Commission (UCC) is the regulator of the communications sector in Uganda. It was established by the Uganda Communications Act (Cap 106 Laws of Uganda). The Commission is inviting applications from suitably qualified Ugandans to fill the following vacant positions in its directorate:

DEPARTMENT: FINANCE & ACCOUNTING

Post: **Assistant Director/Finance**

Reports To: **Director/Finance**

Role: Develop, maintain and monitor a system to generate revenue, control expenditure and budget performance in line with UCC financial policies and regulations.

Key Result Areas:

1. Maintain the Financial Management Information System (FINIS) that supports all the financial and regulatory functions of the Commission.
2. Prepare and present monthly and quarterly financial reports to Top Management Team in accordance with UCC approved reporting standards.
3. Develop tools for collecting Commission budget input & coordinate compilation of annual master budget and implementation in accordance with UCC financial regulations. Prepare variance reports, advise the Director, Finance on budget balances against allocations and initiate and coordinate supplementary budget process.
4. Prepare Statutory Financial Statements in accordance with International Financial Reporting Standards
5. Develop and maintain system of keeping proper books of accounts to ensure safe custody of assets of UCC in accordance with Generally Accepted Accounting Practice.
6. Monitor the income & expenditure activities to ensure that all revenue due to the UCC is collected and that payments due to other parties are processed promptly.

7. Develop and maintain computerised accounting systems in line with UCC IT strategy. Liaise with IT Unit and ensure that continuous availability and running of the accounting programme and backups are in place.
8. Co-ordinate all internal and external audit activities and ensure that appropriate audit responses are prepared.
9. Train accounts staff with new developments in accounting
10. Periodically review organisation's chart of accounts and ensure proper posting of transactions in accordance to the departmental mission.

Qualifications:

- Bachelors Degree in Accounting, Finance, or any related field with Membership of Professional qualification such as ACCA, CA, CPA etc.
- Masters Degree in Accounting, Finance is an added advantage.
- Computer literacy is a **MUST**

Experience:

- Minimum of five (5) years accounting experience, 3 of which in a senior management position in a large organisation.

Character:

- Team leadership, excellent communication, strong inter-personal skills with ability to identify and analyse critical financial issues.

Age:

- 30-45 years

Employment Terms:

Successful candidates for the advertised positions will sign a three-year renewable employment contract with the Commission.

Very attractive package will be offered to the successful candidates commensurate with qualifications and previous work experience.

Mode of Application:

Interested candidates should deliver applications indicating their telephone, e-mail addresses accompanied with the following documents:

1. Detailed Curriculum Vitae indicating two professional and one character referees. Members of Uganda Communications Commission shall not be accepted as referees.
2. Copies of certificates, testimonials, cited in the CV.

Applications should be submitted to the following address **NOT LATER THAN 5.00 pm** on 6th July 2009 to:

The Director/Human Resources and Administration,

Uganda Communications Commission,

12th Floor, Communications House

Plot 1 Colville Street

P. O. Box 7376,

KAMPALA

Only short listed applicants will be notified. Any form of canvassing will automatically lead to disqualification of a candidate.

You can also visit our Website on: www.ucc.co.ug

UCC is an equal opportunities employer mindful of gender balance in its establishment.