

**Vacancy title:**  
Accounts Assistant

**Jobs at:**

The Pharmaceutical Society of Uganda

**Deadline of this Job:**  
Friday, October 27<sup>th</sup>, 2023, 5:00pm

**Duty Station:**  
Within Uganda, Kampala, East Africa

**JOB DETAILS:**

The Pharmaceutical Society of Uganda is the professional body for Pharmacists mandated under section 21 of the Pharmacy and Drugs Act, Cap 280, of the laws of Uganda, to secure the highest practicable standards in the practice of Pharmacy. Its governing body is the Council of the Pharmaceutical Society of Uganda whose functions among others is to encourage research in the subject of pharmacy and chemistry and ensure member's welfare. The Pharmaceutical Society of Uganda, located on plot 1847, East African Road, Banda, Kyambogo requires the service of dedicated, competent, innovative and result oriented individual for employment for the post below.

**Job Title:** Accounts Assistant  
**Number of Vacancy:** One (1)  
**Terms:** Contract Basis  
**Reports To:** PSU Secretary  
**Supervisory responsibility:** None  
**Location:** Pharmaceutical Society of Uganda, Kampala.

**Job Purpose**

Accounts Assistant is expected to provide accounting and administrative support the Accounts department by performing clerical tasks, including processing and recording transactions, preparing reports and budgets, fielding communications with clients and vendors, fact-checking, filing, managing petty cash transactions and other duties, as needed in liaison with the Accounting and Finance team.

**Duties and Responsibilities**

- Handling Supplier invoices on a daily basis, ensuring matching to purchase orders and delivery notes.
- Processing of invoices and payment requisitions.
- Liaising with scholarship funders to ensure timely payment of students' fees.
- Responding to payment queries.
- Ensuring all financial documentation are appropriately and accurately maintained and easily retrievable.
- Recording and posting transactions in the PSU tally system.
- Processing all petty cash transactions.
- Assist in the timely preparation of annual audit documents.
- Ensuring payments, amounts are correct and have supporting documentation.

- Follow-up and ensure that all monies disbursed are properly accounted for and filled accordingly.
- Provide a supportive role to the Accountant in the monthly preparation of bank reconciliations.
- Following up on the society's debtors to ensure timely recovery.
- Assist Accountant in responding to the audit queries and ensuring adequate responses are taken.
- Maintaining the PSU asset register and ensuring its updated on a timely basis.
- Assist in the preparation of PSU's annual Budget.
- Assist Accountant in monitoring budget performance on a monthly basis and ensuring compliance of expenditures to approved budgets
- Handling communications with clients and vendors via phone, email, and in-person.
- Invoicing Pharmacists and sending reminder for settlements.
- Receipting Pharmacists and other transactions
- Represent PSU as a banking agent and ensure the safety of cash in transit and proper recording and safety of cash withdrawn from the bank.
- Make all mobile money payments to all relevant beneficiaries upon approval of funds requisitions.
- Filing of statutory taxes and deductions.
- Any other tasks/duties as assigned from time to time.

### **Qualifications, Skills and Experience:**

#### **Qualifications**

- The applicant must possess a Bachelor's degree in Business Administration or its equivalent with bias in Accounting or Finance from a recognised Institution.
- At least Level 2 of professional qualification such as CPA or ACCA is an added advantage.
- At least two years relevant experience in a similar position in a reputable organisation/Institution.
- Knowledge of financial accounting procedures and standards is a must.
- Strong accounting skills and experience, including management of financial transactions, journal entries, payroll, advances ledger, assets ledger, payables ledger
- Knowledge of planning, budgeting, reporting and auditing is a must.
- Hands-on-computer skills in MS Word, Excel and relevant accounting packages, like Tally and QuickBooks.
- Strong organizational skills.
- Excellent oral and written English.

#### **Other Skill Requirements:**

- Good communication and excellent inter-personal skills.
- A team player, responsible, diplomatic and confident at dealing with people at all levels of different backgrounds.
- Good analytical skills.
- Planning skills and attention to detail.
- Ability to work under minimal supervision and deliver within tight deadlines.
- Approachable and willingness to listen and assist finance and non-finance colleagues.
- Ability to work under pressure and on irregular working hours.
- A demonstrated ability to multi-task and quickly process information.

- An impeccable professional standard of finance and procurement ethics as well as the willingness and ability to enforce compliance.

Work Hours: 8 Hours per day

Experience in Months: 24

**Job application procedure**

Hard copies of application, accompanied with a detailed Curriculum Vitae, certified copies of certificates / testimonials and three referees, one of whom must be from your current previous employer should be submitted to the address below or sent via email to [psupc@psu.or.ug](mailto:psupc@psu.or.ug) not later than Friday, October 27<sup>th</sup>, 2023, 5:00pm

The Secretary,  
Pharmaceutical Society of Uganda  
Pharmacy House, Plot 1847, Banda Kyambogo  
P.O. Box 3774, Kampala  
PSU is an equal opportunity employer