

## 1. SENIOR ACCOUNTANT

**Job Title:** Senior Accountant

**Location:** CAL Head Office – Kimihurura, Gasabo

**Employment Type:** Open-ended Contract

**Working Hours:** Full-time, Monday to Friday, 8:00 AM – 5:00 PM

**Reporting Line:** Finance Manager

**Salary:** Competitive remuneration package (negotiable based on experience and skillset)

**Opening Date:** February 18, 2026

**Closing Date:** February 25, 2026

### Job Overview

The Senior Accountant oversees daily accounting operations, ensures accurate financial reporting, and maintains compliance with tax and regulatory requirements. Reporting to the Finance Manager, the role supports budgeting and financial analysis, supervises the accounting team, and contributes to efficient overall financial management.

### Key Responsibilities

- Oversee and review daily accounting operations to ensure accuracy, compliance, and efficiency.
- Supervise accounts payable and accounts receivable functions, including billing, collections, vendor payments, and cash flow monitoring.
- Prepare, review, and reconcile financial statements, including balance sheets, income statements, and cash flow reports.

- Lead month-end and year-end closing processes, ensuring timely and accurate financial reporting.
- Act as the primary liaison during internal and external audits, ensuring compliance and proper documentation.
- Support the Finance Manager in budget preparation, financial forecasting, and variance analysis.
- Ensure full tax compliance by preparing, filing, and monitoring all tax returns and statutory remittances.
- Establish and maintain strong internal controls and implement process improvements to enhance accounting efficiency and accuracy.
- Administer accounting and ERP systems, ensuring data integrity and providing user support where necessary.
- Collaborate with other departments to align financial operations with organizational objectives and provide financial insights for decision-making.
- Supervise and mentor junior accounting staff, fostering professional growth and accountability.
- Provide operational support to the Finance Manager and assume delegated responsibilities in their absence.

## Required Qualifications

- Bachelor's degree in Accounting, Finance, or a related field.
- Ongoing professional certification (CPA or ACCA) from Intermediate level and above.
- Minimum of 4 years of relevant professional experience in accounting or finance.
- Proficiency in accounting software; knowledge of Odoo ERP is an added advantage.

## Required Skills and Competencies

- Strong knowledge of accounting principles, financial reporting, and tax regulations.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills, with the ability to interact professionally with internal and external stakeholders.
- High level of integrity and ability to handle confidential information.
- Strong organizational, documentation, and time management skills.
- Ability to coordinate effectively across departments and manage multiple priorities.
- Professional approach in handling sensitive matters, including payment follow-ups and customer/vendor complaints.
- Proficiency in financial data analysis and reporting.
- Strong attention to detail and accuracy

## 2. JUNIOR ACCOUNTANT

**Job Title:** Junior Accountant

**Location:** CAL Head Office – Kimihurura, Gasabo

**Employment Type:** Open-ended Contract

**Working Hours:** Full-time, Monday to Friday, 8:00 AM – 5:00 PM

**Reporting Line:** Accountant

**Salary:** Competitive remuneration package (negotiable based on experience and skillset)

## Job Overview

The Junior Accountant supports the finance department by maintaining accurate financial records, processing transactions, and ensuring proper documentation in compliance with company policies and accounting standards.

## Key Responsibilities

- Record and process all payment and receipt transactions accurately and in a timely manner.
- Reconcile transactions regularly to ensure accurate account balances.
- Identify and report any discrepancies, shortages, or irregularities to the supervisor promptly.
- Review and verify accounting entries to ensure completeness and accuracy.
- Prepare invoices and generate Electronic Billing Machine (EBM) receipts as required.
- Ensure all supporting documents are properly recorded, organized, and filed both electronically and in hard copy.
- Maintain accuracy and completeness of all financial documents.
- Organize and maintain supporting documents periodically for easy retrieval.
- Prepare and present invoice documentation to auditors when requested.
- Communicate promptly and professionally regarding financial matters

## Required Qualifications

- Bachelor's degree in accounting, Finance.
- At least 1–2 years of relevant accounting experience (internship experience may be considered).
- Basic knowledge of accounting principles and financial reporting standards.
- Proficiency in MS Office applications, particularly Excel.
- Familiarity with accounting software; knowledge of Odoo ERP is an added advantage.

## Required Skills and Competencies

- Strong numerical and analytical skills.
- High level of accuracy and attention to detail.
- Good organizational and documentation skills.
- Ability to reconcile accounts and detect discrepancies.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Time management skills and ability to meet deadlines.
- High level of integrity and ability to handle confidential financial information.
- Problem-solving skills and willingness to learn.