

ROLE:	Junior Accountant
REPORTING:	Accountant
DEPARTMENT:	Finance
LOCATION:	Uganda

SCANAD LTD – COMPANY OVERVIEW

Scanad Uganda is the leading indigenous integrated agency in Uganda, renowned for managing an extensive portfolio of local, regional, and global clients including Airtel, dfcu Bank, Diageo (UBL), P&G, Unilever, Coca-Cola, Basco Paints, Sanlam, Upfield and many more. With over 31 years of experience in the Ugandan market, Scanad Uganda has established itself as a pivotal partner for businesses seeking growth & innovation. As part of WPP Scangroup & the wider WPP network, Scanad Uganda benefits from unparalleled resources and expertise in the advertising and marketing industry. Our history of successful collaborations with our clients has seen us win numerous accolades, with notable awards including Lories, UAA (Silverbacks) and the Uganda Marketing Excellence Awards, among others.

JOB PURPOSE – SUMMARY

The Junior Accountant will play a vital role in supporting the financial operations of our organization. This position is focused on assisting in maintaining accurate financial records, preparing reports, and ensuring compliance with relevant regulations.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Handle regional media billing and invoice reconciliation for the media team
- Review monthly billing with Account Services team
- Work in conjunction with media and account coordinators to maintain client consistency and open communication regarding billing process/status
- Ensure inter-company and inter-agency booking is done as per set timelines
- Reconcile bank statements and manage cash flow records.
- Support audits by providing necessary documentation and information.
- Support month-end and year-end closing processes, including journal entries and account reconciliations.
- Book and reconcile client related and internal cash advances
- assist in monitoring and managing accounts receivable to ensure timely payments.
- Prepare regular reports on outstanding debts and payment status.
- Handle vendor onboarding
- Monthly booking of imported services invoices on Efris
- Any other duties as assigned to you.

PROFESSIONAL, TECHNICAL SKILLS AND PREVIOUS EXPERIENCE REQUIRED

- Proven experience in accounting or finance roles.
- Excellent organizing abilities

WPP Scangroup is an equal opportunity employer.

We are expected to be committed to equal employment opportunities and fair treatment of all employees.

- Great attention to detail- Ability to maintain accuracy in financial records and reports.
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office and advanced knowledge of Excel for data analysis, including formulas, pivot tables, and VLOOKUP.
- A degree in Accounting, Finance, or a related field.
- Familiarity with Tax Preparation: Experience or coursework related to tax preparation and compliance is a plus
- Qualifications (CPA, ACCA or CIMA) is a plus but not required
- Communication Skills: Proficient in both written and verbal communication for reporting and collaboration with team members.

HOW TO APPLY

If your career aspirations match this exciting opportunity, please apply as follows.

- Complete this [application form](#) and submit
- Share your resume separately in PDF format (strictly) via our recruitment email address. Human.Resources@Wpp-scangroup.com. Ensure that your resume bears your first and last names.
- In the email subject, strictly quote the job title and location (Job Title - Location). For instance, if you are applying for the Finance Controller position based in Kenya, then, I will quote the subject Finance Controller - Kenya with your resume attached. *Do not add anything else in the email subject*

Please note that completing the [application form](#) is mandatory for consideration alongside your email application where you share your resume in PDF (strictly). Only shortlisted candidates will be contacted.

Closing date: November 10,2024