



## NATIONAL MEDICAL STORES

### EXTERNAL JOB ADVERTISEMENT

National Medical Stores is an autonomous Corporation that was established by an Act of Parliament in 1993. Our mandate is to procure, store and distribute medicines and other medical supplies to health facilities.

Our vision is **“A Population with Adequate and Accessible Quality Medicines and Medical Supplies”**

Our Mission is **“To Effectively and Efficiently Supply Essential Medicines and Medical Supplies to Health Facilities in Uganda”**

We are now looking for a competent person who possesses appropriate skills, knowledge and right attitude to fill a vacant position of **Chief Finance & Accounts Officer**. Details are available on our website: [www.nms.go.ug](http://www.nms.go.ug)

#### MODE OF APPLICATION:

**Hand delivered application:** *Hard copy applications shall be received only at NMS Headquarters not later than **Friday 5<sup>th</sup> October 2018** at the following Address:*

**Chief Human Resource and Administration Officer  
National Medical Stores  
P.O Box 16, Entebbe  
Plot 4-16 Nsamizi Road, ENTEBBE- UGANDA.**

*Note: Only shortlisted candidates will be contacted. If you don't hear from us, one month from the date of closure of receipt of applications, consider your application unsuccessful.*

**Please note that National Medical Stores reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity. Any form of canvassing will lead to automatic disqualification. National Medical Stores is an equal opportunity employer and females are particularly encouraged to apply.**

**JOB TITLE: CHIEF FINANCE AND ACCOUNTS OFFICER**

**Reports to: General Manager/CEO**

**Salary scale: Grade 2**

**Duty Station: Entebbe**

**Job Purpose:**

To establish and maintain policies, strategies and financial regulations that are professionally sound that ensure effective implementation and achievement of planned financial objectives.

**Responsible for:**

1. Senior Accountant-Cost Management
2. Senior Accountant -General Ledger,
3. Senior Accountant -Revenue,
4. Office Administrator

**KEY RESULT AREAS:**

**A. Cost Management**

1. Develop, review and maintain accounting and financial controls and procedures to ensure that assets of the Corporation are safeguarded in line with NMS Financial Procedures and Policies.
2. Establish and monitor the maintenance of financial regulations, procedures, policies and systems that conform to professional accounting standards and support the core functions of NMS in line with NMS Financial Regulations and Procedures.
3. Provide reliable and accurate annual reports in accordance with accounting conventions and the relevant laws governing NMS.
4. Prepare periodic reports and advise Management on the financial performance of NMS in accordance with the approved budgets and reporting guidelines.

5. Review and monitor the implementation of the Corporation's budget so as to optimize the resources available to the financial commitments of NMS in line with stipulated guidelines.
6. Monitor and manage the performance and development needs of finance and accounts personnel in line with NMS HR Policy.
7. To coordinate the external Audit every financial year.

### **B. Revenue Management**

8. Ensure the preparation and submission of all tax, NSSF, and other statutory returns within the statutory period and in line with NMS' Financial Procedures and Policies.

### **C. General Ledger Management**

9. Prepare the Corporation's Annual Financial Statements for the Board's approval.
10. Monitor the recognition of all balance sheet accounts including bank accounts, accounts payables, accounts receivables and accountabilities in accordance with NMS Procedures and International Standards.
11. Develop proper record keeping of values of NMS assets, movable and immovable, in line with NMS Financial Procedures.

## **PERSON SPECIFICATIONS**

### ***Qualifications:***

1. An Honours Bachelors degree in Commerce or Business Administration (Accounting option)
2. Full Professional qualification in Accounting such as ACCA, CPA is a **MUST**.
3. Masters Degree in Finance, Accounting or Masters in Business Administration or Management
4. Membership to the Institute of Certified Public Accountants of Uganda
5. Computer literate especially conversant with Accounting packages

### ***Desirable Competencies***

- i. Good Judgment and Decision Making Skills
- ii. Planning and organizational Skills
- iii. Leadership and People management Skills
- iv. Quality Orientation
- v. Good Oral and Written Communication
- vi. Demonstrated high level of Integrity.

### ***Experience***

- i. A minimum of 10 years working experience in a commercial setting with 4 years of experience at Senior Management Level as a senior member of the Finance Team
- ii. Experience in a Government (Central or Local Government), Parastatal or Statutory Corporation shall be an added advantage