

You're in control



Medical Insurance

A magnifying glass with a black handle and frame is positioned over the word 'HIRING'. The lens is focused on three small, orange, hand-drawn human figures. The word 'WE'RE' is in black, bold, sans-serif font. The word 'HIRING' is in a large, orange, hand-drawn, sketchy font. Below this, the words 'MANAGEMENT ACCOUNTANT' are written in white, bold, sans-serif font inside a dark grey rounded rectangle.

# WE'RE HIRING MANAGEMENT ACCOUNTANT

Department: FINANCE AND ADMINISTRATION | Reports to: FINANCIAL CONTROLLER  
Work station: HEAD OFFICE

### Job Summary:

To supervise accounts staff in their day-to-day operational activities, support management in the budgeting process and implementation of budgets, support the implementation of financial management policies, design and implement internal controls and ensure the production of timely and accurate financial-related reports.



[www.aar-insurance.ug](http://www.aar-insurance.ug)

#WeCare

You're in control



Medical Insurance

## Roles and Responsibilities

### 1. Financial, Regulatory and Statutory Reporting - Timely preparation and submission of accurate.

- Monthly management accounts as per group reporting timetable.
- Quarterly and annual Risk-based supervision returns as per the Insurance Regulatory Authority - IRA guidelines.
- Quarterly and annual reinsurance returns.
- Monthly Gross written premium returns as per the Insurance Training College timelines.
- Annual financial statements for the company.
- Reports as per the Financial Intelligence Authority guidelines.
- Statutory returns as per the governing laws and regulations.

### 2. Budgeting

- Preparation and presentation of budgets as per set.
- Monitoring the implementation of budgets and reporting on any deviations

### 3. Properly setting up Sage Accpac and other financial systems in use.

### 4. Others

- Ensure performance management of all staff under your supervision so that the department's goals and objectives are met and ensure that succession plans and developmental action plans are followed.
- Excellent treasury management to optimize on company's liquid assets.
- Contact role in regard to the internal and external auditors, statutory and regulatory bodies.
- Adequate management of trade receivables.



[www.aar-insurance.ug](http://www.aar-insurance.ug)

#WeCare

## You're in control



Medical Insurance

- Verification of expenditure/purchase requisitions.
- Ensure proper custody of the company's financial documents and cash.
- Any other roles as may be assigned by your respective supervisor.

### Qualifications, Skills, and Experience:

- A relevant bachelor's degree in Accounting, Finance, Business, Commerce, and Economics or related areas
- Possession of professional qualifications such as CPA, ACCA or CIMA.
- Experience in external audits will be an added advantage.
- At least three years of experience in the Insurance or financial services industry or working in a fast-paced and dynamic regulated environment.
- Analytical mind, attention to detail, problem-solving, time management skills, multi-task, and work under pressure.
- Excellent presentation and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Project)
- Ability to self-motivate, be resilient and effectively enable change and adherence to policy regulatory standards

### How to Apply

All suitably qualified and interested individuals should send their applications and CV addressed to the Human Resource Manager, AAR Health Services (U) Limited to [hr.recruitment@aarinsurance.com](mailto:hr.recruitment@aarinsurance.com) or drop them at the **AAR Insurance offices** on plot 11, Salmon Rise, Bugolobi Luthuli Avenue.

**Applications should be sent not later than 15th December 2022 at 6:00pm.**

Please note that only shortlisted candidates will be contacted.



[www.aar-insurance.ug](http://www.aar-insurance.ug)

#WeCare