



SEKAJJA AGRO FARMS LTD

JOB DESCRIPTION

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Job Title:	Chief Accountant	
Reports To:	Chief Finance Officer	
Supervises:	Direct:	Indirect:
	Receivables Accountant Payables Accountant Dispatch officer	Weighbridge & feed mill controller Sales Executives
Interacts/Interfaces with:	Internal:	External:
	SAF employees	Auditors
Job Summary	The role is responsible for the management of all financial accounting and stock activities of the business. The position holder will be responsible for ensuring that appropriate systems, procedures, and controls are operational and enforced. The position holder will manage operational areas under the rules, regulations, and guidelines of SAF while ensuring the accomplishment of goals and targets given by management.	
Key Position Responsibilities	<u>STOCK RELATED RESPONSIBILITIES</u> <ul style="list-style-type: none"> • Prepare weekly reconciled consolidated stock counts report on all stock locations • Prepare weekly restock plan (available stock vs operations' needs) • Prepare weekly supply chain procurement plan • Prepare consolidated weekly stock valuation report • Generate LPOs for Feed & Chicks raw materials and finished goods • Posting all stock receipts for feed and chicks • Updating all stock movements in the system • Issuing out stock to the DC (system) • Analyze stock take report, raise queries and arrange surprise/spot stock take audits if necessary • Prepare consolidated daily stock closing balances and valuation report • Carry out general ledger reconciliations 	
	<u>FINANCIAL REPORTING RESPONSIBILITIES</u> <ul style="list-style-type: none"> • Ensure daily bank reconciliations • Requisition approvals • Perform the trial balance review and share the mid-month profit and loss together with the Accounts payable accountant. • Prepare monthly and annual management accounts. • Work with the CFO to ensure proper costing and pricing of SAF operations. • Participate in budget preparations 	



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	<ul style="list-style-type: none"> • Conduct internal and external audits • Analyze information and advise the CFO on any financial and tax matters. • Ensure career growth of the team members • Other duties as assigned by the supervisor
Success Measures	<ul style="list-style-type: none"> • Monthly and annual financial statements are completed on time • Accurate budgeting • No stock losses and accurate reporting. • Proper supervision of the delegated team. • Career growth of the delegated team.
Financial Responsibility	<ul style="list-style-type: none"> • None
Person Specification	
Education & Training	<ul style="list-style-type: none"> • Bachelor of Commerce, Business Administration (Accounting/Finance) • ACCA or CPA Level 3
Skills & Experience	<ul style="list-style-type: none"> • Minimum 3-4 years' experience • Very good accounting skills • Financial management knowledge • Very good interpersonal skills. • Very good computer skills
Attitude/Motivation	<ul style="list-style-type: none"> • Value adding • Enthusiasm, passion, and encouragement to all. • Strong commitment to the mission and values of SAF. • Result driven.

Employee Name: _____

Signature: _____

Date: _____