

UGANDA CIVIL AVIATION AUTHORITY

EXTERNAL JOB ADVERTISEMENT

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda. It manages Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes. UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority now plans to recruit suitably qualified Ugandans of impeccable integrity and commitment to fill the following position in its establishment as detailed below: -

JOB REF : **UCAA/ADV/EXT/03/2022**

POST : **MANAGER FINANCE**

REPORTS TO : Director Finance

SALARY LEVEL : 13

VACANCIES : 01

JOB PURPOSE : To maximize revenue collection and accountability, identify new revenue channels and adopt optimum charging methods in order to ensure sustainable growth of the Authority's turnover.

PRINCIPAL ACCOUNTABILITIES:

- 1. Planning, Budgeting and Control Process.**
- 2. Management of Revenue including billing, accounting, recording and reporting.**
- 3. Accounts receivable Management**
- 4. Cash flow Management.**
- 5. Human Resources Management.**
- 6. Financial Reporting in accordance with acceptable accounting standards.**
- 7. Preparing periodic performance reports.**
- 8. Ensure Statutory Audits are conducted in accordance with the law.**

9. Carries out any other lawful assignment allocated by the immediate Supervisor.

PERSON SPECIFICATIONS	
Essential Requirements	<ol style="list-style-type: none"> 1. Membership to professional accounting bodies– ACCA, CPAK, CPA U, CIMA etc. 2. A Masters Degree in Accounting and Finance or MBA from a reputable University. 3. An Honours Degree in Commerce, Business Administration, Finance, Accounting, Economics, Statistics, Business computing or any other related field. 4. Eight (8) years’ experience in Finance or Accounting Function in a large and reputable business or government organization four (4) of the years should be at a senior supervisory level. 5. Applicants should not exceed the age of 55 years.
Desirable Requirements	<ul style="list-style-type: none"> • Leadership training. • Work experience in Public Sector.
Experience	<ul style="list-style-type: none"> ▪ Experience in computerized Accounting.e.g SUN System, NAVISION, IFMS and other related packages. ▪ Experience with Microsoft packages e.g power point, excel, word etc. ▪ High level experience in public or private sector management. ▪ Proven experience in budgeting and budgetary controls. ▪ Knowledge of Government Financial Management regulations. ▪ Experience in financial reporting and related reporting standards and working with Auditors.

SPECIAL SKILLS AND ATTRIBUTES

1. Must be a seasoned People Manager with demonstrable prior experience and success in overseeing Staff productivity and Performance Management.
2. Should have the ability to handle and deal with stakeholders at all levels.
3. Must possess a high level of integrity, flexibility, teamwork, maturity, problem solving and decision making skills.

HOW TO APPLY:

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser (Preferably Microsoft Edge) to create an account and start the application process.
- 2) Sign up to create an account (New Users). Fill in all the required information.
- 3) An email verification OTP will be sent to your Email
- 4) Copy and paste the verification.
- 5) Log in with your Email and password
- 6) Create a CV before proceeding
- 7) Click Home and there you will see the advertised job. To apply, click the **“Apply”** button. Thereafter, an email message will be sent to **confirm** your application was successful.
- 8) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as be very sincere while responding to the application questionnaire.
- 9) Physical/hard copy applications will not be accepted.

N.B: The internal candidates who submitted applications need not re-apply.

- a) For any inquires or assistance, please contact: +256-312-352000.
- b) Applications are to be received not later than **5:00 pm, 3rd October 2022**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.

- c) In your CV please include contacts of two credible referees i.e. one professional(Past or present employer/supervisor and the other for character assessment.

We pledge to conduct a transparent recruitment process!

**The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),
P.O. Box 5536,
KAMPALA**