



## SEBBI HOSPITAL

### JOB ADVERT

Sebbi Hospital Ltd is a Private Healthcare Centre located in Central Region of Uganda, Nansana Municipality, 5km along Hoima Road, Wakiso District. It commenced operations as a Medical Centre and upgraded to a hospital status to serve the increasing population and demand for variety of specialized healthcare services. Sebbi Hospital is currently searching for a qualified candidates to fill the position an Accountant as per the details below:

**Job Title:** Accountant  
**Category:** Full-time  
**Duty Station:** Nansana - Kampala, Uganda

#### **Job summary**

The Accountant shall be expected to streamline systems and operations of financial related matters within the Hospital. Should possess management skills with a high degree of integrity and transparency. Should be a quick learner, highly flexible with latest knowledge to operate updated software packages. He/she should be willing to work for a minimum of 48 hours.

#### **Key Duties and Responsibilities:**

1. Review the existing financial policy and lead effective implementation to ensure standardized regulations and procedures to guide management and administration of finances at the hospital.
2. Oversees and leads the development of a monthly, quarterly and annual budgeting and planning process in conjunction with other Directorates; and put in place a budget that will guide income and expenditure, ensure strict adherence during the implementation, monitor progress and provide regular advice to management on budget matters.
3. Supervising and supporting personnel in the finance department, including Accounts Assistants, Billing Officers, credit officer and cashiers.
4. Provide advice to management on hospital's income and expenditure in order to maximize efficiency.
5. Ensuring that staff at the hospital understand and adhere to financial regulations and procedures.
6. Manage and organize the hospital's cash flow and forecasting income and expenditure to foster effective and efficient planning for finances.
7. Stay up to date with technological advances and accounting software packages that suit the hospital work.
8. Constantly monitor and benchmark sister hospitals on the pricing strategies applied and advise management on the existing pricing systems and strategies.
9. Work and coordinate with auditors by providing all relevant information required to complete the auditing process.
10. Liaise with Human Resource Manager to ensure employee statutory deductions ie PAYE, NSSF among others as appropriately.
11. Provide overall financial oversight and constantly identify and assess financial risks and introduce mitigating systems to enable management proactively trace fraud, embezzlement tendencies and other financial related risks. This involves

development and implementation of sound fiscal management practices and internal controls systems.

12. Ensure that daily accounting practices, including bookkeeping, invoicing, and credit tracking including insurance transactions, corporate and family accounts are properly managed on a daily basis.
13. Implement a robust financial management and ensure that financial data and cash flow are steady and support operational requirements.
14. Ensure that financial records are developed, maintained, and well-kept and support easy archiving in line with the hospital records keeping procedures.
15. Advising and guiding the hospital to make viable investment decisions.
16. Tax Management and preparation and ensure hospital timely files returns and comply to all tax regulations appropriately.
17. Present financial reports to Senior management and board members wherever called upon.
18. Support all other departments within the hospital and coordinate training and information sessions on financial management related matters.
19. Perform any other duty as may be assigned from time to time.

## **Requirements**

- a) Bachelor's degree in Finance and Accounting from a recognized University.
- b) Professional Accounting qualifications not less than level 2 of ACCA or CPA
- c) 3+ years of experience in progressively accounting and Finance roles.
- d) Experience in a hospital set-up is an added advantage.
- e) Ability to build and maintain positive relationships with colleagues.
- f) Experience in following and maintaining workplace privacy.
- g) Ability to give presentations.

- h) High level of integrity
- i) Up to date with the current accounting software packages
- j) Strong financial analytical skills.
- k) Strong communication skills, both written and verbal.
- l) Ability to work with little to no supervision.
- m) Should be ready to work for minimum of 48 hours per week.

Interested and qualified candidates should send their application papers to the Human Resource Manager, Sebbi Hospital Ltd, P.O.Box 101601, Kampala and send to either [nakakandem@yahoo.com](mailto:nakakandem@yahoo.com) or hand deliver physical application papers to Sebbi Hospital premises. Application should be accompanied with a cover letter and CV clearly indicating 2 referees with available contacts. The applicant should be comfortable with conducting a background.

Your application should reach us by close of business **15<sup>th</sup> May, 2023 at 5:00p.m.** Only qualified candidates will be notified to appear for interviews at a stipulated date. For more information, please call 0782799787/0200906014.

For more details about the hospital advert, please visit <https://www.sebbihospital.com> or find us on our LinkedIn page: [Sebbi Hospital](#)