



UBUNTU COMPANY LIMITED

Transforming Lives Through Nature



26/05/2025

Ubuntu Company Limited is a private company based in South Sudan. The Company seeks to fill the vacancies indicated below at its Head Quarters located in Juba County. Interested and qualified Persons are requested to make a written Job Application and submit the same together with clear photocopies of Academic and Professional Certificates and other relevant Testimonials.

Completed applications should reach the Human Resources – Ubuntu Company Limited, info.ubuntu@gmail.com, or dropped to our main office in Rock City, Behind Toyota, Juba County, Central Equatoria States,

Opening date: May 26th 2025

Closing date: June 13th 2025.

Only shortlisted Applicants will be contacted. Ubuntu Company Limited is an Equal Opportunity employer.

Accountant, JOB SCALE: 1 POST

Terms of Service: Contract

(a). General purpose of the role

The accountant will play a crucial role in ensuring Ubuntu Company Limited's financial stability, regulatory compliance, and efficient financial operations. He/She will provide vital information and analysis that will assist the company in making informed business decisions. The role of an accountant is critical to ensuring the financial health and stability of the business. The accountants will be responsible for managing financial records, analyzing data, and providing insights that help the company make informed financial decisions.

Position in the company

The accountant reports to the Finance Officer. This position maintains a functional line regarding financial issues.

(a) Duties and Responsibilities;

Financial Record Keeping:

- i. **Maintaining Accurate Financial Records:** Record all financial transactions, including purchases, sales, expenses, and income, in an organized and accurate manner. Use accounting software and spreadsheets to keep track of financial data.
- ii. **General Ledger Maintenance:** Maintain the general ledger to ensure that all transactions are properly categorized and reconciled.



- iii. Bank Reconciliation: Regularly reconcile bank statements with company records to identify and resolve discrepancies.

Financial Analysis and Reporting:

- iv. Financial Statements: Prepare, review, and distribute financial statements, including the balance sheet, income statement, and cash flow statement, on a regular basis (monthly, quarterly, and annually).
- v. Budgeting: Assist in the development of the company's budget and track actual performance against the budget. Report variances and provide recommendations for cost control and revenue optimization.
- vi. Financial Analysis: Analyse financial data to identify trends, opportunities, and areas for improvement. Provide management with insights into the financial health of the company.

Accounts Payable and Accounts Receivable:

- vii. Accounts Payable: Manage the accounts payable process, ensuring that bills and invoices are paid accurately and on time. Verify the accuracy of invoices and resolve any discrepancies.
- viii. Accounts Receivable: Oversee the accounts receivable process, including invoicing customers, monitoring accounts, and following up on overdue payments.

Tax Compliance:

- ix. Tax Preparation: Prepare and file tax returns, ensuring that the company complies with all relevant tax regulations and requirements.
- x. Tax Planning: Assist in tax planning strategies to minimize the company's tax liability while remaining compliant with tax laws of South Sudan.

Auditing and Compliance:

- xi. Financial Audits: Coordinate and participate in financial audits, whether internal or external. Ensure that audit processes run smoothly and provide required documentation.
- xii. Regulatory Compliance: Stay up-to-date with financial regulations, including accounting standards and industry-specific regulations. Ensure that the company adheres to all relevant financial laws and standards.

Inventory Control:

- xiii. Inventory Accounting: Manage the accounting of maize and other raw materials, tracking inventory levels, valuations, and reconciliation.

Payroll:

- xiv. Payroll Processing: Oversee payroll processing, ensuring accurate and timely payment to employees while maintaining records of earnings and deductions.

Qualifications and Requirements:



- i. **Education:** A bachelor's degree in accounting or finance is typically required. Professional certifications such as Certified Public Accountant (CPA) or Chartered Accountant (CA) will often be preferred.
- ii. **Experience:** Previous experience in accounting or finance roles, preferably in the food processing or milling industry, is an advantage.
- iii. **Financial Software:** Proficiency in financial software and accounting tools, including knowledge of accounting principles and practices.
- iv. **Analytical Skills:** Strong analytical and problem-solving skills to interpret financial data and provide insights.
- v. **Attention to Detail:** Meticulous attention to detail to ensure accuracy in financial records and reports.
- vi. **Communication Skills:** Good communication skills, both written and verbal, for interacting with colleagues and external stakeholders.
- vii. **Organizational Skills:** Effective organizational skills to manage tasks, meet deadlines, and prioritize workload.
- viii. **Ethical Conduct:** A commitment to ethical business practices and maintaining confidentiality in handling financial information.
- ix. **Team Player:** Ability to work collaboratively with other departments, auditors, and regulatory bodies.
- x. **Adaptability:** Willingness to adapt to changing financial regulations, accounting standards, and company needs.

