



Headquarters at Amber House, P.O Box 36316, Kampala, Uganda

THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING

The Uganda National Oil Company (UNOC) Ltd. was established under the Petroleum (Exploration, Development and Production) Act, 2013 and the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, 2013 and incorporated under the Company's Act 2012. It is a limited liability company wholly owned by the Government of Uganda.

The overall function of UNOC is; To handle the State's Commercial interests in the Oil and Gas industry and ensure that the resource is exploited in a sustainable manner.

UNOC now invites applications for persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

JOB TITLE: Accounts Payable Accountant
REPORTS TO: MANAGER FINANCIAL ACCOUNTING
JOB PURPOSE: Process payments that are duly authorised to suppliers and service providers of UNOC in line with company policies and procedures.

Essential Duties;

- a) Verify invoices against contract terms and other agreements
- b) Process and record vendor/supplier invoices for payment on a timely basis and accurately
- c) Processing and posting invoices and expense claims and clearing cash advances
- d) Process and record monthly Accounts Payable accruals
- e) Sort and match invoices and check requests
- f) Reconciliation of payable accounts with vendor/supplier statements
- g) Producing aging summary reports
- h) Resolve invoice discrepancies
- i) Maintain the vendor/supplier file, while corresponding to their inquiries
- j) Monitor accounts to ensure payments are up to date
- k) Assist with month end closing
- l) Process cash advance and reimbursements for staff, Manage and reconcile accounts of cash, bank, and AP
- m) Work with banks, related departments for the cash management issues

- n) Perform other duties as may be assigned by the supervisor

Qualifications and attributes;

- a) Bachelor's Degree or above in Finance, Accounting or related fields
- b) Professional Qualification in CPA (U) or ACCA, at least Level II
- c) Minimum 3 years of related working experience
- d) Good communication skills
- e) Proficiency in Microsoft Excel
- f) Extensive knowledge of financing, accounting and banking processes
- g) Knowledge of IFRS and other GAAP
- h) Experience in using accounting software ERP's
- i) Reasonable understanding of Good Knowledge of Oil & Gas Industry

Application procedure:

Electronically completed and signed Applications Forms together with certified copies of academic certificates should be addressed and submitted in TRIPLICATE to the address below by 17:00 hours (5:00pm EAT) not later than **Friday, 27th October 2017**. Applications delivered through registered mail and courier will also be received. Applications **must** contain a cover letter, application form and supporting documents.

While we thank you for your interest, only shortlisted candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

The Job Application Form can be downloaded from [Resources > Jobs and Tenders](#) on www.petroleum.go.ug.

**THE CEO
UGANDA NATIONAL OIL COMPANY LTD
P.O.BOX 36316
KAMPALA
4TH FLOOR AMBER HOUSE, PLOT 29/33 KAMPALA ROAD.
ROOM C406**