

## JOB OPPORTUNITY : CHIEF FINANCIAL OFFICER

Newrest Uganda Inflight Services is the only major catering company active in all catering and hospitality segments including Airline catering, remote site and support services, railways, airport and motor retail concessions.

Newrest Uganda Inflight Services is an ISO certified Company based at the Entebbe International Airport with various outlets across the country

Newrest Uganda Inflight Services is seeking for:

**Job Title: Chief Financial Officer (CFO)**

**Reporting to :General Manager**

**Job Description/CFO:**

### Reporting:

- Submission of Sage Push via Infodaf
- Submission of FDQM upload file and upload
- Submission of HFM Flows submission
- Finalization of intercompany reconciliations via HFM
- Extract Infodaf report by cost centre
- Extract weekly Infodaf Debtors and Creditors Ageing report
- Update Cost of Sales trend report by Cost Centre
- Extract and Update YTD Operating Costs report by Cost Centre
- Report Financial results to the board of directors
- Providing and Interpreting Financial Information

### RISK Management:

- Understand and Mitigate key elements of the Company's risk profile
- Monitor all Open Legal issues involving the company and legal issues affecting the industry
- Construct and Monitor reliable Control Systems
- Maintain appropriate insurance coverage
- Ensure that the Company complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies
- Report risk issues to the audit committee of the board of directors
- Maintain Relations with external auditors and investigate their findings and recommendations
- Ensure that all creditors are in line with the payment term agreements in order to qualify for relevant rebates and discounts
- VAT reconciliation and in-time submission
- VAT and other tax Audits

- Ensuring debtors, creditors and cashbook ledgers reconcile to the general ledger
- Processing of Journal Entries
- Verify Installment Sales Agreement Schedule
- Maintaining Fixed Assets Schedule

### Banking:

- Monitoring Bank Balances
- Creating and Maintaining the creditor database with the banks
- Capturing of payments
- All business administration, (electronic and manual) opening, closing and maintaining accounts and signatories.
- Review Bank Reconciliations
- Final Bank Release function for Salaries and payments
- Final review of monthly payroll

### Cash Flow:

- Cash Flow forecasting, daily and monthly
- Calculation of monthly cash requirement
- Managing payments within cash flow constraints

### Taxation:

- Ensure that the company complies with all tax laws, rules, regulations, etc in relation to its business
- Ensure Income Tax Compliance and submission of tax returns
- Ensure VAT Compliance and submission of returns
- Effective handling of all Tax Administration Queries

### Qualification and Experience

- At least a degree in Financial Accounting, Commerce or related fields and at least 5 years' experience
- He/She should have ACCA/CPA and familiar with more than three accounting packages
- At least 3 years' experience in the Audit department of a reputable organization.

If you think you match the above criteria, please send your application together with a detailed CV and copies of the relevant academic papers not later than **Friday 30th April 2021** to:

**Human Resource Manager ;  
Newrest Uganda Inflight Services Ltd  
Plot M92 Sebugwawo Drive, Airside Road  
P.O.Box 728 Entebbe-Uganda**