



**St. Francis Hospital
Nsambya**

Job Profile

Job Title	Senior Cost and Management Accountant	Location	St. Francis Hospital Nsambya
Duty Station	St. Francis Hospital Nsambya	Reports To	Finance Manager
Function Department	Finance and Accounting	Interfaces With	Finance staff, Internal Audit, External Audit, Pharmacists , In charges, Hospital stakeholders

Main Purpose of the Job- (Job Summary)

The role is responsible for planning and monitoring the implementing of the Hospital's financial strategies, analyzing prices and costs of the Hospital services and supplies, providing accurate and timely financial information to management, and providing insights to support effective decision-making within the hospital in line with the Hospital policies and procedures

Main Responsibilities

1. Preparing and analyzing the Hospital financial reports, such as cost reports, variance reports, and profitability reports in line with the Hospital Financial Manual
2. Developing and implementing cost control measures, such as standard costing, variance analysis, and budgeting
3. Monitor the preparation of the Hospital annual budgets, periodic financial forecasts and monitor budget performance on a regular basis in line with the Hospital Financial Manual
4. Prepare regular financial reports for management , highlighting key performance indicators and financial metrics in compliance with accounting standards and regulatory requirements
5. Work closely with department heads to develop financial plans aligned with the hospital's strategic objectives
6. Collaborate with relevant departments to streamline financial processes and improve efficiency inline with the best practices for financial management within the hospital
7. Establish and maintain a robust cost accounting system for the Hospital to accurately allocate costs across departments and services, monitor and analyze cost trend as per the Hospital mission and strategic objectives
8. Monitor the implementation of the Hospital Financial Controls, regularly carry out risk assessments and mitigate financial risks as per the Hospital mission and strategic objectives

9. Coach and mentor the Hospital staff in matters regarding the cost accounting and regularly make staff performance report to management as per the Hospital performance management guidelines

Ethical Conduct:

1. Act always in such a manner to promote and safeguard the interest Hospital
2. Perform all duties in accordance with all Hospital policies & procedures
3. Maintenance of a safe and acceptable environment for patients and staff and taking appropriate action to ensure reporting incidents/ accidents/ complaints .

Health & Safety:

1. Ensure compliance with all health and safety regulations according to hospital policies.
2. Monitor sanitation practices to ensure that employees follow standards and regulations.
3. In case of an accident or injury, seek medical attention immediately.
4. Report and document all incidences and near misses.

Confidentiality:

1. In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to the Hospital, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
2. Information relating to the Hospital and employees, may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Required Minimum Qualification:

Applicants should be holding:

- Minimum of an honors Degree in Commerce or Business Administration or Finance and other relevant courses from a recognized University
- Possession of ACCA or CPA or ACIB and other relevant professional qualification
- Membership to a professional association (s) is a must
- A Master's qualification in any of the courses above is an added advantage

Relevant Experience

- Minimum of six (6) years experience in management accounting in an environment similar to St. Francis Hospital Nsambya with at least four (4) years in supervisory position from a reputable Institution

Key Competencies:

He/she should have the following core competencies:

1. Financial Management and Accounting
2. Financial Risk assessment and Management
3. Stakeholder Analysis and Management

4. Communication
5. ICT Skills
6. Data Management and Analysis

Any clarification regarding this advert may be addressed to the Director of Human Resources within three days from the date of release for appropriate action.

Applying Instructions

Applications should be set through the email: recruitment@nsambyahospital.or.ug

Please include your telephone number and email address contacts on the application.

Applicants should attach the following:

- Recent passport-size photograph.
- Copy of the National Identity Card.
- Detailed curriculum Vitae.
- Copies of the academic certificates and transcripts.
- Two recommendation letters from two of your referees.

Candidates who fail to provide the above documentation will not be considered.

Only shortlisted candidates will be contacted.

Deadline for Submission: 22nd March 2024 before 5.00 p.m.



**St. Francis Hospital
Nsambya**

Job Profile

Job Title	Senior Accountant in Charge of Revenue	Location	St. Francis Hospital Nsambya
Duty Station	St. Francis Hospital Nsambya	Reports To	Finance Manager
Function Department	Finance and Accounting	Interfaces With	Finance staff, Internal Audit, External Audit, Pharmacists, In charge, Hospital stakeholders

Main Purpose of the Job- (Job Summary)

The role responsible for overseeing all aspects of revenue collection, ensuring timely and accurate payments from the Hospital patients. You will work closely with the sales, billing, and customer service teams to identify and resolve any collection issues while maintaining positive relationships with our customers.

Main Responsibilities

1. Manage the entire revenue collection process, from invoice issuance to final payment as per the Hospital Finance Management Manual
2. Analyze customer accounts and identify potential collection issues in line with the Hospital finance management guidelines
3. Develop and implement strategies for collecting past-due payments, including phone calls, emails, and written correspondence.
4. Negotiate payment plans with customers and secure timely resolution of outstanding balances in accordance with Departmental guidelines
5. Research and resolve discrepancies in billing statements and customer inquiries in line with the Hospital
6. Maintain accurate records of all collection activities and communication with customers.
7. Prepare reports on revenue collection performance and identify areas for improvement weekly.
8. Support the implementation of new revenue collection initiatives and process improvements in line with the Hospital's strategic Plan
9. Build and maintain positive relationships with customers and internal stakeholders in line

with the Hospital's strategic Plan

10. Coach and mentor the Hospital staff in matters regarding the revenue collection process and regularly make staff performance reports to management as per the Hospital performance management guidelines

Ethical Conduct:

1. Act always in such a manner to promote and safeguard the interest Hospital
2. Perform all duties in accordance with all Hospital policies & procedures
3. Maintenance of a safe and acceptable environment for patients and staff and taking appropriate action to ensure reporting incidents/ accidents/ complaints.

Health & Safety:

1. Ensure compliance with all health and safety regulations according to hospital policies.
2. Monitor sanitation practices to ensure that employees follow standards and regulations.
3. In case of an accident or injury, seek medical attention immediately.
4. Report and document all incidences and near misses.

Confidentiality:

5. In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to the Hospital, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
6. Information relating to the Hospital and employees, may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Minimum Qualification

Applicants should be holding:

- Minimum of an honors Degree in Commerce or Business Administration or Finance and other relevant courses from a recognized University
- Possession of ACCA or CPA or ACIB and other relevant professional qualification
- Membership to a professional association (s) is a must
- A Master's qualification in any of the courses above is an added advantage

Relevant Experience

- Minimum of six (6) years experience in management accounting in an environment similar to St. Francis Hospital Nsambya with at least four (4) years in a supervisory position from a reputable Institution

Key Competencies:

He/she should have the following core competencies:

1. Financial Management and Accounting
2. Financial Risk assessment and Management
3. Stakeholder analysis and Management
4. Communication
5. ICT Skills
6. Data Management and Analysis

Any clarification regarding this advert may be addressed to the Director of Human Resources within three days from the date of release for appropriate action.

Applying Instructions

Applications should be set through the email: recruitment@nsambyahospital.or.ug

Please include your telephone number and email address contacts on the application.

Applicants should attach the following:

- Recent passport-size photograph.
- Copy of the National Identity Card.
- Detailed curriculum Vitae.
- Copies of the academic certificates and transcripts.
- Two recommendation letters from two of your referees.

Candidates who fail to provide the above documentation will not be considered.

Only shortlisted candidates will be contacted.

Deadline for Submission: 22nd March 2024 before 5.00 p.m.



**St. Francis Hospital
Nsambya**

Job Profile

Job Title	Senior Accountant Financial Accounting	Location	St. Francis Hospital Nsambya
Duty Station	St. Francis Hospital Nsambya	Reports To	Finance Manager
Function Department	Finance and Accounting	Interfaces With	Finance staff, Internal Audit, External Audit, Pharmacists, In charge, Hospital stakeholders

Main Purpose of the Job- (Job Summary)

The role is responsible for overseeing all aspects of financial accounting, ensuring the accuracy, timeliness, and compliance of financial records and reporting. You will work closely with various departments across the organization to manage the general ledger, prepare financial statements, and provide insightful financial analysis to support informed decision-making in the Hospital

Main Responsibilities

1. Receive and record financial transactions in line with the Hospital's financial procedures
2. Prepare and submit periodic financial reports as per the departmental guidelines.
3. Prepare and file statutory returns in line with statutes.
4. Maintain an up-to-date fixed asset register of the Hospital and ensure that all company assets are adequately safeguarded and accurately recorded
 - a. Monitor all movements of assets from one location to another
 - b. Perform a physical verification of company assets acquired.
 - c. Update the register with all new acquisition
 - d. Prepare schedules of all additions of assets during the
 - e. Calculate depreciation for all assets
 - f. Come out with the net book value of all assets
5. Supervise the operation of the stores in line with the company stores procedures and policies.
6. Supervise the updating of stock records and carrying out of periodic stock verification exercises.
7. Prepare quarterly reconciliations & reports in line with the Hospital's financial manual
 - a. Prepare draft financial statements.

- b. Analysis of accounts to show compliance with established procedures and standards.
- c. Prepare schedules for financial reports.

8. Monitor internal controls and initiate improvements in line with company financial procedures

- a. Guide staff on what internal controls are expected of their implementation units
- b. Sample out transactions of different implementers to see if proper internal control procedures are in operation
- c. Establish if transactions are properly authorized at all levels of implementation
- d. Prepare and circulate the controls to staff
- e. Advise implementation officers on how to improve their internal controls where necessary

9. Review monthly bank reconciliation statements for all bank accounts.

- a. Prepare monthly bank reconciliation statements for all bank accounts
- b. Collect record and file all bank statements and adjustment journal vouchers.
- c. Initiate corrections for unusual transactions.

- 10. Review and approve journal vouchers prepared by staff in the financial accounting section and supervise reconciliation of all general ledger control accounts including bank reconciliation as per the financial guidelines
- 11. Verify and approve advance accountability and other related claims in line with the Hospital accounting procedures and guidelines.
- 12. Supervise the preparation and submission of payroll exceptions reports to the bank, journal voucher writing for payroll, statutory deductions and reconciliation of all the control accounts relating to payrolls and advances.
- 13. Manage the performance of staff under direct supervision in accordance with the Performance Management guidelines

Ethical Conduct:

- 1. Act always in such a manner to promote and safeguard the interest Hospital
- 2. Perform all duties in accordance with all Hospital policies & procedures
- 3. Maintenance of a safe and acceptable environment for patients and staff and taking appropriate action to ensure reporting incidents/ accidents/ complaints.

Health & Safety:

- 4. Ensure compliance with all health and safety regulations according to hospital policies.
- 5. Monitor sanitation practices to ensure that employees follow standards and regulations.
- 6. In case of an accident or injury, seek medical attention immediately.
- 7. Report and document all incidences and near misses.

Confidentiality:

- 8. In the performance of the duties outlined in this Job Description, the post-holder may have access to

confidential information relating to the Hospital, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential

9. Information relating to the Hospital and employees, may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Key outputs:

- Financial transactions received and recorded.
- Periodic financial reports prepared.
- Statutory returns prepared and filed.
- An up-to-date fixed asset register is maintained.
- The operation of the stores supervised.
- Quarterly reconciliations & reports prepared.
- Monthly bank reconciliation statements reviewed.
- VAT returns reconciled to the sales ledger.
- Technical guidance on finance-related contractual related issues offered to users.

Minimum Qualification

Applicants should be holding:

- Minimum of an honors Degree in Commerce or Business Administration or Finance and other relevant courses from a recognized University
- Possession of ACCA or CPA or ACIB and other relevant professional qualification
- Membership to a professional association (s) is a must
- A Master's qualification in any of the courses above is an added advantage

Relevant Experience

- Minimum of six (6) years experience in management accounting in an environment similar to St.Francis Hospital Nsambya with at least four (4) years in a supervisory position from a reputable Institution

Key Competencies:

He/she should have the following core competencies:

1. Financial Management and Accounting
2. Financial Risk assessment and Management
3. Stakeholder analysis and Management
4. Communication
5. ICT Skills
6. Data Management and Analysis

Any clarification regarding this advert may be addressed to the Director of Human

Resources within three days from the date of release for appropriate action.

Applying Instructions

Applications should be set through the email: recruitment@nsambyahospital.or.ug

Please include your telephone number and email address contacts on the application.

Applicants should attach the following:

- Recent passport-size photograph.
- Copy of the National Identity Card.
- Detailed curriculum Vitae.
- Copies of the academic certificates and transcripts.
- Two recommendation letters from two of your referees.

Candidates who fail to provide the above documentation will not be considered.

Only shortlisted candidates will be contacted.

Deadline for Submission: 22nd March 2024 before 5.00 p.m.