



# KAMPALA CLUB LIMITED

## JOB DESCRIPTION



**Job Title:** Accountant

**Reports to:** General Manager

### Role Summary

The Accountant at Kampala Club Ltd. is a critical role responsible for overseeing all financial transactions and ensuring the accuracy and integrity of the club's accounts. Reporting directly to the General Manager, the Accountant manages day-to-day bookkeeping, collects membership fees, prepares financial statements, monitors budgets, and ensures compliance with tax and regulatory requirements. Additionally, the Accountant supervises the Accounts Assistant and Stores Clerk, fostering a culture of excellence and professionalism while ensuring proper coordination between financial record-keeping and inventory management.

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### Key Responsibilities

#### 1. Financial Management

- Oversee all financial transactions, including accounts payable, accounts receivable, and payroll.
- Maintain accurate and up-to-date financial records through day-to-day bookkeeping.
- Prepare monthly, quarterly, and annual financial statements for review by the General Manager and **Executive Committee** (Board of Directors).

#### 2. Membership Fee Collection

- Manage the collection of membership fees and ensure timely payments.
- Notify members who are not up-to-date with their annual subscriptions and follow up on overdue payments.
- Maintain accurate records of membership payments and balances.

#### 3. Budget Monitoring

- Assist in the preparation and monitoring of the club's annual budget.
- Track expenses and revenues to ensure adherence to budgetary guidelines.
- Provide financial analysis and recommendations to optimize resource allocation.



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### 4. Tax and Regulatory Compliance

- Ensure compliance with all tax regulations and filing requirements.
- Prepare and submit tax returns and other regulatory documents on time.
- Stay updated on changes in financial regulations and implement necessary adjustments.

### 5. Team Leadership

- Supervise the Accounts Assistant and Stores Clerk, providing guidance and support.
- Coordinate financial record-keeping with inventory management to ensure accuracy and efficiency.
- Conduct regular performance evaluations and provide training opportunities for team members.

### 6. Inventory Coordination

- Work closely with the Stores Clerk to monitor inventory levels and reconcile stock records.
- Ensure proper documentation and reporting of inventory transactions.

### 7. Reporting and Communication

- Provide regular updates to the General Manager on financial performance and key metrics.
- Maintain clear communication channels with staff, members, and external stakeholders.

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### Qualifications and Skills

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in accounting, preferably in a hospitality or club environment.
- Strong knowledge of financial regulations and tax compliance.
- Excellent organizational and analytical skills.
- Proficiency in accounting software and tools.
- Leadership and team management abilities.



## **KAMPALA CLUB LIMITED JOB DESCRIPTION**



- Attention to detail and a commitment to accuracy.