



KING CEASOR UNIVERSITY

Plot 32, King Ceasor Road, Ggaba Road, Bunga Hill, Kampala, Uganda

ADVERTISEMENT FOR THE POSITION OF ACCOUNTS ASSISTANT

King Ceasor University (KCU) is a chartered private university located in Bunga, Kampala, committed to academic excellence, innovation, research, and quality assurance in higher education.

The University is seeking applications from suitably qualified and experienced applicants for the position of **Accounts Assistant**. The successful candidate must demonstrate excellence in financial record-keeping, student fees administration, accuracy, confidentiality and customer service within a busy university finance office.

1. POSITION

Accounts Assistant

2. DUTY STATION

King Ceasor University, Bunga, Kampala, Uganda.

3. ROLE

The Accounts Assistant shall report to the Finance Director and shall:

- a. Support the day-to-day processing and recording of student fee payments and University expenditure.
- b. Maintain accurate and up-to-date student ledgers, debtor registers and financial records.
- c. Assist in the reconciliation of accounts, stores and stationery disbursements in liaison with relevant departments.
- d. Provide efficient and courteous service to students and staff on routine fees and accounts queries.
- e. Support the Finance Department during registration, examinations and other peak administrative periods.
- f. Perform such other duties as may be delegated by the Finance Director.

4. PURPOSE OF THE JOB

To support the Finance Department in the accurate and timely processing, recording and reconciliation of student fees and University expenditure; maintain reliable financial and student debtor records; support stores and stationery reconciliation; and provide efficient,

courteous service to students, staff and other stakeholders in line with the University's financial policies and procedures.

5. DUTIES AND RESPONSIBILITIES

- a. Post student fee payments daily on QuickBooks/Academia in an accurate and timely manner.
- b. Raise invoices for the various student fees based on the University fee structure.
- c. Reconcile student ledger balances in respect of fees status and statements, including updating the student debtor register in the format provided by the Finance Director.
- d. Collaborate with the Estates and Stores Department in ensuring reconciliation of bought and disbursed stationery to the various Schools and departments, including the re-order process.
- e. Communicate with students, including addressing simple student fee queries in a professional and timely manner.
- f. Post various expenses in QuickBooks on a daily basis.
- g. Receive, code and forward to the Finance Director various requisitions from the different Schools and departments.
- h. File soft and hard copy financial documentation in the designated folders and box files.
- i. Issue student ID cards.
- j. Collaborate with the various Schools during examination periods on which students are cleared to sit examinations, by providing the required student lists.
- k. Collaborate with the Admissions Office during student registration at the beginning of each semester.
- l. Assist in the reconciliation of bank statements and petty cash accounts.
- m. Support the maintenance of the University's fixed asset register.
- n. Assist in the preparation of periodic financial reports, schedules and reconciliations as required by the Finance Director.
- o. Support internal and external audit processes by retrieving and organising the required financial documentation.
- p. Ensure compliance with the University's financial policies, procedures and internal controls in all assigned tasks.
- q. Maintain confidentiality and integrity in handling student and University financial information.
- r. Perform any other duties as assigned by the Finance Director.

6. CANDIDATE SPECIFICATION

Applicants must:

- a. Hold a relevant academic and/or professional qualification in Accounting, Finance or Business Administration.

- b. Demonstrate relevant experience in a busy accounts or finance office, preferably within a university or educational institution.
- c. Possess strong attention to detail, integrity and confidentiality in handling financial information.

6.1 Academic and Professional Qualifications

- a. A Bachelor's degree in Accounting, Finance, Business Administration (Accounting option) or a related field from a recognised institution.
- b. A Diploma in Accounting, Business Administration or a related field will be considered for candidates with substantial relevant experience.
- c. Part or full professional qualification (e.g., CPA, ACCA or equivalent) will be an added advantage.

6.2 Experience

- a. A minimum of two (2) years of relevant experience in an accounts, finance or student fees office.
- b. Experience working in a university or other higher education institution will be an added advantage.
- c. Demonstrated experience in processing student fee payments, invoicing and ledger reconciliation.

6.3 Technical Competencies

- a. Proficiency in QuickBooks or similar accounting software.
- b. Proficiency in Microsoft Excel and other Microsoft Office applications.
- c. Sound knowledge of basic bookkeeping, invoicing and reconciliation procedures.
- d. Familiarity with student information/academic management systems (e.g., Academia) will be an added advantage.
- e. Basic understanding of financial controls, filing and records management.

6.4 Personal Attributes

- a. Proven integrity, honesty and professionalism.
- b. Strong attention to detail and accuracy in financial record-keeping.
- c. Excellent interpersonal and communication skills, with the ability to interact courteously with students and staff.
- d. Ability to work under pressure and meet deadlines, particularly during registration and examination periods.
- e. Strong organisational skills and ability to work both independently and as part of a team.
- f. Willingness to maintain confidentiality regarding student and University financial information.

7. REMUNERATION

An attractive remuneration package in accordance with King Ceasor University's terms and conditions of service.

8. TENURE

The Accounts Assistant shall hold office in accordance with the University's terms and conditions of service and subject to satisfactory performance.

10. METHOD OF APPLICATION

Interested applicants are invited to submit their application letters. A complete application shall comprise the following documents:

- a. A signed letter of application.
- b. Curriculum Vitae with contact details, signed and dated by the applicant.
- c. Certified copies of academic transcripts and certificates.
- d. Copies of professional certificates (e.g., CPA, ACCA), where applicable.
- e. Three (3) letters of recommendation.
- f. Copies of letters of appointment to relevant previous positions.
- g. A copy of the applicant's National Identity Card or passport.
- h. Referees should be advised to send confidential reference letters directly to the University by the stated closing date.
- i. References should address the applicant's qualifications, work experience, competence, conduct and personal integrity.

Both Hardcopy and Electronic (Email) applications shall be accepted.

(a) Hardcopy Applications

Confidential letters and sealed applications marked:

"CONFIDENTIAL: POSITION OF ACCOUNTS ASSISTANT"

should be addressed to:

**HUMAN RESOURCE MANAGER
KING CEASOR UNIVERSITY
PLOT 32, KING CEASOR ROAD, GGABA ROAD, BUNGA HILL
P.O. BOX 88, KAMPALA, UGANDA**

(b) Electronic (Email) Applications

Electronic applications should have all the above documents scanned and emailed to **careers@kcu.ac.ug** by **5:00 pm East African Standard Time on 31st July 2026.**

Please Note That:

- a. Incomplete applications or applications received after the closing date and time will not be considered.
- b. Only shortlisted applicants shall be contacted.

A handwritten signature in blue ink, appearing to read 'John Acire', with a long horizontal stroke extending to the right.

Mr. John Acire
HUMAN RESOURCE MANAGER