

Job Opportunity

Finance Manager

About Studio FH

We are a group of passionate architects specialising in the design and implementation of green architecture in East Africa. Our firm is a for-profit organisation but with profit seen as a necessity, secondary to our main purpose. Our primary objective is to spear-head eco-friendly architecture that positively impacts end-users and their surrounding communities. Since our establishment in 2013, we have grown year-on-year to become one of Uganda's leading architectural studios. In 2019, Studio FH became one of the founding members of Localworks, a multi-disciplinary collaborative that offers end-to-end design and build services.

Job Description

Position: Finance Manager
Reports to: Directors, General manager
Consults with: Directors, General manager

The Accountant is in charge of and will advise on all finance and tax business for Studio FH. The qualified candidate will have good verbal and written communication skills and a strong ability to multi-task. We will rely on the successful candidate to advise on best practice and ensure compliance with all finance and tax related matters.

Key Responsibilities

Tasks and responsibilities of the position include, but are not limited to, the following:

- ▶ Provide leadership and useful financial insights to help management in making decisions
- ▶ Maintain systems of accounts and keep books and records on all income and expenditure
- ▶ Collect, interpret and review financial information
- ▶ Provide advice on how the day to day financial decisions might impact future business.
- ▶ Prepare and analyse accurate monthly financial and management reports, including income statements, balance sheets, budgets, variance projections, forecasts and cash flow
- ▶ Maintain control of the following areas; general ledger, accounts payable, expense reports, petty cash and billing. Produce financial reports related to budgets, account payables, account receivables, expenses, etc.
- ▶ Prepare monthly tax returns and statements
- ▶ Assist in coordinating the preparation of the draft audited financial statements and all tax returns
- ▶ Create and maintain debt and asset registers
- ▶ Perform other duties as requested.

Skills & Experience:

- ▶ University Degree in Business Administration, Commerce or related course from a recognized University or higher institution of learning.

- ▶ At least 5 years experience in finance, accounts and tax
- ▶ Good knowledge of MS Office and QuickBooks
- ▶ Good knowledge of bookkeeping and petty cash management
- ▶ Good communication and interpersonal skills, written and verbal communication skills
- ▶ Creativity, confidence and self-motivation
- ▶ Keen attention to detail and ability to effectively manage time

Terms of Employment

The advertised role is a part-time position with a probation period of six months. The position is;

- ▶ Based in our Kampala office;
- ▶ Part-time (20 hours per week);
- ▶ 10.5 days annual leave;
- ▶ Basic health insurance

We offer a locally competitive salary package.

Is this you?

If you think your profile matches many or all of the criteria described above, please send your CV and a short explanation on why you would like to become part of Studio FH to opportunities@studiofh.ug.

Studio FH Architects Ltd.
October, 2022