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STAFF RECRUITMENT PROCESS – JOB DESCRIPTION	Review Date:	June 2026	

Location / Duty Station	Sim Packaging Solutions – Plot 4454 Movit Road Zana- Entebbe Road
Job Title	Cost Accountant
Department / Section	Finance
Reports to:	Financial Accountant
Type of Position	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> GIT/TIT
Objective / Job Summary:	
Preparation of different reports, product costing, inventory reconciliation, accounts reconciliation, end monthly closings, Asset management, sales ledger management, E-invoicing. The Cost Accountant is to work closely with the Financial Accountant to produce accurate financial information to management.	
Functional Outputs/Activities per key performance area:	
<ul style="list-style-type: none"> ▪ Preparing reports ie standard costs, budgets, variance analysis, financial reports & interpretation, cash & fund flow analysis ▪ Quaterly Product costing for margin analysis ▪ Daily system Inventory reconciliation ie SAP to EFRIS, ▪ Assist the Financial Accountant with systems administration, account reconciliation, inventories and end monthly closings. ▪ Assist the financial accountant with Updating the Company asset register with newly acquired assets and also keep track of existing ones. ▪ Assist in sales ledger management. ▪ Process E – invoices and receipts and make reconciliations in the ERP system at every end of month. 	

<ul style="list-style-type: none"> ▪ Bookkeeping activities, working with sales and purchase ledgers and running calculations to ensure that records and payments are correct. ▪ Ensure full compliance of systems and policies in place, including participation in projects such as Kaizen, ISO, Safety, Eagle way, SF and ERM. ▪ Perform any other duties as assigned to you by your supervisor.
<p>Financial Management</p> <ul style="list-style-type: none"> • Monitor and ensure zero waste across the different manufacturing processes.
<p>Risk Management</p> <ul style="list-style-type: none"> • Identify the department’s risks, their various mitigations and keep track of them.
<ul style="list-style-type: none"> • Compliance • Ensure regulatory compliance regarding product certification. • Adherence to all SPS Policies and Procedures.
<p>Minimum Qualification Requirements:</p> <ul style="list-style-type: none"> • Bachelor’s degree in accounting, business administration or related field. • Minimum of 2 years employment experience preferably in a manufacturing setting. • Knowledge of accounting principles and practices
<p>Competencies Required:</p> <p>Behavioural</p> <ul style="list-style-type: none"> • Must be of unquestionable integrity, Honesty, Trustworthiness and Professionalism.
<p>Leadership</p> <ul style="list-style-type: none"> • Must be a team player. • Strong Leadership potential to effectively drive a business agenda and operational coordination of activities.
<p>Knowledge.</p> <ul style="list-style-type: none"> • Advanced experience with MS Office. • Risk-based thinking and decision making. • Good understanding of GMP.
<p>Skills</p> <ul style="list-style-type: none"> • Excellent communication skills (both oral & written). • Good analytical skills. • Good interpersonal skills.

Attributes include:

- Good at trouble shooting.
- Self-starter & team working skills.
- confidence and impartial in decision making.
- Strong interpersonal skills.
- Good time management and organizational skills.
- Ability to work under minimal supervision.

Physical Requirements and Environmental Conditions

- Frequency of travel: Occasional travel is required for meetings; location may vary and may require overnight stays.
- Light physical activities and efforts required working in an office environment.

Key Performance Indicators for Evaluation:

Quality: Minimize process losses to 0.2% by Dec 2024.

Speed: Achieve a maintenance cost to sales ratio of 7% by Dec 2024.

Cost: Attain hard savings of 0.5% of NSV.

Sustainability: Achieve a DPO \geq 61days.

People: 95% adherence to set departmental service level agreements.

Job Assessment

- Interview

PLEASE NOTE:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as need may arise.