



# INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA

## VACANCY ANNOUNCEMENT

ICPAU is the national professional accountancy body in Uganda, established by The Accountants Act. It has the legal mandate to regulate and maintain the Standard of Accountancy in Uganda; to prescribe and regulate the conduct of accountants and practising accountants in Uganda; as well as conduct professional accountancy examinations in Uganda.

ICPAU seeks to recruit dynamic, visionary, courteous, self-driven, energetic, team players and committed individuals of high integrity who can bring expertise in their fields. The ideal candidates should:

- Have a good command of the English language (both spoken and written).
- Have excellent communication and computer skills.
- Have good interpersonal skills.
- Have analytical and problem-solving skills.
- Be creative, innovative, adaptable and have a passion for quality.

### 1. ASSISTANT QUALITY ASSURANCE OFFICER (2 POSITIONS) AQA001/08/19

**Directorate: STANDARDS & REGULATION**

**Report to: Manager Quality Assurance and Regulation**

**Reviewing Officer: Director Standards and Regulation**

**Role Location: Kampala**

#### **Role Purpose & Context:**

The job holder ensures that the requirements set by Statement of Membership Obligation 1 (SMO 1): Quality Assurance are complied with. The Assistant Quality Assurance Officer will also be responsible for Licensing, Inspections and CPD compliance.

#### **Key Responsibilities:**

##### **Quality reviews**

1. Participates in Quality Assurance Reviews of Accounting Firms.
2. Manages the administrative process for quality reviews.
3. Prepares Quality Review reports.
4. Manages the post-review activities including obtaining responses and feedback.

##### **Licensing and Inspections**

1. Undertakes inspection of Accounting Firms.
2. Manages the administrative process for firm inspections.
3. Prepares inspection reports.
4. Receives and analyses firm annual returns in order to produce an annual firm return report.

##### **CPD Compliance**

1. Supports the Quality Assurance (QA) Officer with evaluation of CPD compliance.

2. Supports the QA Officer with the preparation of the CPD annual compliance report.

#### **Others**

1. Participates in training and research on assigned standards and other topics.
2. Responds to inquiries regarding licensing, inspections, quality reviews and CPD compliance.
3. Participates in Financial Reporting Awards evaluation process.
4. Reviews practical experience training records.
5. Carries out any other duties as assigned by the Quality Assurance Officer.

#### **Qualifications**

1. Degree
2. Certified Public Accountant

#### **Experience**

1. At least 2 years experience in any of the following fields: auditing, quality assurance, inspection, education, accounting, finance or taxation

#### **Personal attributes**

1. Excellent technical skills
2. Planning and organization skills
3. Communication and interpersonal skills
4. Good numerical skills and an understanding of statistics
5. Confidence
6. Problem-solving skills
7. Team working skills
8. IT skills

#### **Competency Levels:**

- a) Organising and execution of work (II)
- b) Analysing and interpreting (II)
- c) Supporting and co-operating (II)
- d) Organization awareness (III)

**Terms of Appointment:** Permanent

**HOW TO APPLY:** Interested applicants should write to the address below describing how they qualify for the position by **FRIDAY, 26 JULY 2019**, quoting the Job Reference Numbers above. Only selected candidates will be contacted.

Your application should include a detailed curriculum vitae, copies of certificates, and functioning telephone numbers/e-mail addresses. Send your application with all the necessary documents quoting the job reference number to the address below.

**The Secretary/CEO,  
Institute of Certified Public Accountants of Uganda,  
42 Bukoto Street, Kololo,  
P. O. Box 12464, Kampala, Uganda.  
Website: [www.icpau.co.ug](http://www.icpau.co.ug)**