



# 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 a dynamic, visionary, courteous, self-driven, energetic, team player and committed individual of high integrity who can bring expertise in his/her field. The ideal candidate 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. QUALITY ASSURANCE OFFICER (1 POSITION) QAO01/08/19

**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 Quality Assurance Officer will also be responsible for Licensing, Inspections and CPD compliance.

#### **Key Responsibilities:**

##### **Quality Assurance**

1. Participates in Quality Assurance Reviews by:
  - a. Scheduling firms for quality reviews and inspections.
  - b. Conducting visits in a professional manner
  - c. Establishing relationships with practising accountants and gaining their trust and respect
  - d. Identifying and analysing review findings and providing constructive advice
  - e. Preparing quality review reports.
2. Prepares periodic activity reports on the progress of the quality assurance programme.
3. Prepares reports for the Quality Assurance Board regarding the outcome of the Quality Reviews.
4. Provides administrative support for the Quality Assurance Board.

##### **CPD Compliance**

1. Assesses compliance with CPD requirements by ICPAU members.
2. Liaises with the CPD officer on the CPD programme.

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

1. Processes license and practising certificate applications.

2. Reviews and vets the relevant practical experience obtained by applicants for registration as practising accountants.
3. Inspects Accounting Firms.
4. Prepares reports following inspection.

#### **Others**

1. Prepares relevant presentation and training material.
2. Participates in Financial Reporting Awards evaluation.
3. Responds to inquiries regarding licensing, inspections, CPD compliance and Quality Assurance.
4. Reviews practical experience training records.
5. Carries out any other duties as assigned by the Manager - Quality Assurance & Regulation.

#### **Qualifications**

1. Degree
2. Certified Public Accountant

#### **Experience**

1. At least 3 years of professional experience in auditing or quality assurance.
2. Experience with implementation of corrective action programmes.
3. Understanding of tools, concepts and methodologies of Quality Assurance.
4. Experience with CPD monitoring and compliance.

#### **Personal attributes**

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

#### **Competency Levels:**

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