



**KAWEMPE FACTORY:**  
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website: www.luukaplastics.com

**KAMPALA OFFICE:**  
Plot 5, Nakivubo Road, Level 4 Shop 163  
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Manufacturers of Flexible Packaging Materials  
(P.P. Woven Bags, Polythene Bags, Laminated Films and BOPP Films)

### **JOB ADVERT. 25<sup>TH</sup> TO 30<sup>TH</sup> SEPTEMBER 2023**

**Luuka Plastics Ltd. is the leading Manufacturer of high quality flexible packaging materials and plastic products in East Africa. We are committed to increasing the market share, provide quality goods and services and conserve the environment.**

**We are currently looking for competent candidates to fill the following position that exists in our group;**

#### **1. JOB TITLE: ACCOUNTS ASSISTANT, REF: LPL/AA/25/09/2023**

#### **REPORTING TO THE ACCOUNTS MANAGER - THE SUCCESSFUL CANDIDATE WILL:**

1. Reconcile opening and closing stocks for Ebiz accounting system for the company and EFRIS for URA on a monthly basis.
2. Generate and reconcile quantities sold for each item from both Ebiz accounting system for Luuka Plastics Ltd and EFRIS for URA.
3. Crosscheck all imports monthly and identify those with claimable excise duty.
4. Convert quantities for items sold every month into metric tons as per excise duty return requirements.
5. Determine the ex-factory price for all items sold.
6. File excise duty return before the 15th of every month.
7. Reconcile excise duty in Ebiz accounting system for Luuka Plastics Ltd and EFRIS for URA.
8. Sync all invoices that fail in Ebiz accounting system for Luuka Plastics Ltd and EFRIS for URA.
9. Submit daily, weekly and monthly reports.
10. Assist in preparation and filling of Pay As you Earn, NSSF, VAT and With Holding Tax.
11. Any other duties assigned by the supervisor.

#### **EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's Degree in Business Administration, Accounting, Commerce, Economics or any other related field from a recognized institution.
- At least 2 years of working experience in a Fast Moving Consumer Goods Company or a busy set up in the same position with knowledge of computerised accounting systems.

- Additional qualifications /certificates in related fields is an added advantage.

### **SKILLS, COEMPETENCES & PROFESSIONAL ATTRIBUTES REQUIRED**

- Numerical strength, computer knowledge and accounting software packages.
- Ability to work independently with minimum supervision, effective communication skills, excellent customer care skills, sound decision making skills and ability to follow the standard operating procedures.
- Integrity, flexible, great interpersonal skills, problem solving skills, a positive attitude, enthusiasm, and results focused, creativity, innovation and professional personal presentation, pays attention to detail among others.

### **APPLICATION PROCEDURE**

All suitably qualified and interested candidates should send their application letters, curriculum vitae and copies of academic documents by email to: [recruitment@luukaplastics.com](mailto:recruitment@luukaplastics.com), quoting the job reference as the email subject. Kindly merge all your documents and send them in one attachment in a PDF format only not exceeding 5MBs. **The Closing date of receiving applications is one week from 25<sup>th</sup> to 30<sup>th</sup> September 2023.** Only successful candidates will be contacted. For more information, please visit our **website i.e** [www.luukaplastics.com](http://www.luukaplastics.com)