



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Officer Sales
- A2 Department/Programme:** Finance
- A3 Section/Project:** Sales & Marketing
- A4 Reports to (position):** Director Group Sales
- A5 Supervises (Name of Positions):** None

B JOB DESCRIPTION

Key Responsibilities

1. Confirming the deposits in respective bank accounts before delivering sugar.
2. Raising the BR/Invoice/Delivery through SAP after payment has been posted.
3. Sending the excel report showing daily sales and stocks to Kampala and Kakira offices to the respective supervisors.
4. Obtaining the second approval in time for processing the sales
5. Attaining more than 50% markets share in your territory allotted.
6. Maintaining the stock ledger manually which should conform to SAP
7. Adhering to safety, health and environment policy of the company.
8. Performing any other related duties assigned & delegated by Senior Accountant / Management.

Requirements and skills

- Proven experience as a sales person
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like FreshBooks and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills



JOB DESCRIPTION

C Knowledge, qualifications & Experience

C1.1 Education:

- BS degree, BBA, Bcom in Accounting & Finance, Business statistics with marketing option ,CPA is an added advantage

C1.2 Experience, Skills and Competences:

A minimum of 2 years of working experience as sales executive in a reputable firm.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, Tally, SAP,EFRS, FICO, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

SIGNATURES:

Job Holder (name):

Sign:..... Date:.....

Line Supervisor (name):.....

Sign:..... Date:.....