

VACANCY NOTICE

Pearl Bank is a Commercial Bank whose purpose is forstering prosperity for Ugandans. Our high imapct goals are; driving sustainable financial inclusion and stimulating entrepreneurship and service. The Bank is growing and giving opportunity for its competent and achievement driven employees as well as the public to fill up the role below that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: MANAGER TAX AND ACCOUNTS PAYABLE

REPORTS TO: FINANCIAL CONTROLLER

JOB PURPOSE

The role is charged with leading and overseeing the Bank's Accounts Payable and Tax functions by ensuring efficient payment processing, statutory and tax compliance, and effective implementation of tax obligations in line with the laws of Uganda and applicable international tax conventions, while safeguarding financial integrity and operational effectiveness.

KEY RESPONSIBILITIES /KEY DELIVERABLES

Accounts payable

- Manage the Accounts Payable function to ensure timely, accurate, and properly authorized processing of payments, staff claims, cash advances, journals, accruals, and prepayments in line with Bank policies and procedures.
- Maintain strong financial controls and compliance by ensuring proper documentation, vendor reconciliations, audit trail reviews, prevention and recovery of duplicate payments, and adherence to applicable Ugandan tax laws and Double Taxation Agreements.
- Support financial reporting and cost management through monitoring expenditure against approved budgets and preparing timely, accurate cost center and business process reports for Management.
- Design standard optimal accounts payable processes across the Pearl Bank Uganda (PBU) network.

Cost Analysis & Cost Control.

- Lead cost analysis and monitoring by assessing departmental and operational costs, tracking actual expenditure against budgets, and investigating variances to enhance financial performance.
- Drive cost optimization initiatives through identification of cost drivers, evaluation of supplier pricing and procurement efficiencies, and recommending strategies for cost reduction and operational effectiveness.
- Support strategic financial planning and decision-making by developing cost models for budgeting and forecasting, preparing actionable cost reports and dashboards, and collaborating with stakeholders to align cost management strategies.

Tax management & service

- Oversee end-to-end tax compliance and reporting by preparing accurate monthly tax computations (including income tax, deferred tax, and withholding tax), ensuring timely posting, reconciliation, and submission of all statutory obligations in line with Ugandan tax laws.
- Ensure timely and accurate settlement of all tax obligations including PAYE, VAT, Excise Duty, Local Service Tax, NSSF, and taxes on services, payroll deductions, and garnishee orders, while ensuring correct taxation of employee benefits and payroll processes.
- Strengthen tax governance and stakeholder management through maintenance of robust tax records and dashboards, reconciliation of URA tax ledgers, collaboration with external tax advisors, and ensuring full compliance across all products and processes.

People & knowledge transfer

- Provide strong leadership by coaching, mentoring, and developing team members to enhance performance and build technical capability.
- Deliver expert technical advice and tax support to various functional units across the organization.
- Drive internal tax awareness by providing training and education to finance team members and the wider Bank.

BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, delivering outstanding results and making a positive impact on our customers and stakeholders.
- **Teamwork:** Collaborates, mutual respect, and diverse perspectives, to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embrace creativity and forward-thinking, continually seek new solutions to enhance customer experience and drive business growth.

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QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor's degree in accounting, Finance, or a related field.
- A master's degree is an added advantage.
- Professional accounting qualification (ACCA or CPA).
- Minimum of two years' post-qualification experience in a relevant field.
- Strong understanding of International Financial Reporting Standards as well as the Income Tax Act and VAT Act.
- Excellent communication and presentation skills, with the ability to engage effectively at senior management level.
- Strong analytical mindset with a focus on financial analysis and problem-solving.
- Experience in engaging with all levels of management to understand and address management information needs.
- High attention to detail and willingness to engage in in-depth analysis where necessary.
- Strong planning, organizational, and time management skills.
- Excellent report writing and documentation skills.

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief People & Strategy Officer**, Pearl Bank Uganda.
- Send application to **hr@pearlbank.com** with job title as subject as **one (1) Pdf**.
- Closing Date: **Friday 5th June 2026** at **5:00pm**.
- Only shortlisted candidates will be contacted.

Pearl Bank Uganda Ltd is an equal opportunity employer