

EXTERNAL JOB ADVERTISEMENT

Date: 28th October 2025

Join Our Team at Ntake Bakery & Company Ltd!

Ntake Bakery & Company Ltd is seeking passionate, results-driven, and detail-oriented individuals to join our dynamic team.

Position: Accountant – Distribution Entity

Department: Accounts

Entity/Branch: Distribution Entity

Location: Ntake Bakery & Company Limited – Head Office

Reports To: Manager – Distribution Entity

Vacancy: 1 Position

Company: Ntake Bakery & Company Limited

If you have the drive to lead, innovate, and deliver results in a fast-paced environment, we invite you to apply and be part of our growing team.

About Us

Ntake Bakery & Company Limited was founded in **1978** by **Dr. Canon Gaster Lule** and **Mrs. Edith Lule** in Nalukolongo, Kampala. What began as a small home bakery producing breakfast cakes has grown into a diversified enterprise with a strong presence in Uganda and across the East African region.

Ntake Bakery & Company Ltd. is a renowned, multifaceted enterprise widely recognized as an industry leader across the East African region. Our journey began with a clear vision rooted in **quality, innovation, and an unwavering commitment to excellence**—principles that have continuously fueled our growth and diversification across multiple sectors.

Our **flagship bakery operations** remain at the heart of our business, supported by a network of **state-of-the-art facilities** strategically located in major cities across Uganda, including **Kampala, Jinja, Mbarara, Lira, Masaka, and Mbale**. These bakeries are celebrated for producing a wide range of premium baked products that serve both local and regional markets, reinforcing our reputation as a **trusted and respected brand**.

In addition to our core bakery operations, we have achieved remarkable milestones in **flour milling** through our ultra-modern mill based at our Nalukolongo headquarters. This facility ensures the consistent supply of high-grade flour products including **Kaswa Baking Flour, Horse Brand Flour, Biscuit Flour, Atta Flour, Sooji Flour, Brown Flour, and Cake Flour**—catering not only to our own operations but also to various sectors that rely on premium flour products.

Our portfolio further extends to the **real estate and infrastructure** sectors, led by our **Concrete Batching Plant and Estates Division**, which are instrumental in meeting internal construction needs and advancing regional development initiatives. Additionally, **Gadith Investments**, one of our key business arms located in Nalukolongo, plays a vital role in driving strategic growth and innovation across our diverse operations.

In line with our sustainability agenda, we established the **AAA Tissues Factory**, a cutting-edge facility in Nalukolongo dedicated to paper recycling and the production of premium tissues and serviettes under the **Maxisoft** brand. This initiative demonstrates our commitment to environmentally responsible manufacturing while enhancing our product portfolio.

One of our most significant milestones is the launch of a world-class **Ntake Edible Oil Refinery** at the **Namanve Industrial Business Park**, which produces a wide range of essential **consumer goods**, including **fortified vegetable cooking oil** (20L, 10L, 5L, 3L, and 1L Jerrycans), **Ntake Thupu sachets** (1000ml, 500ml, 200ml, 100ml, 50ml, and 25ml packs), and an assortment of **soaps and fats** such as **Ntake Laundry Bar Soap – Lemon Green** (1kg & 600g), **Zuri Brown** (1kg & 600g), **Zuri Blue** (600g), **Grey Soap** (1kg), **Lemon White** (1kg & 600g), **margarine**, **baker's fat**, and **industrial plastics**. This refinery stands as a testament to our dedication to **quality, safety, and regional leadership** in manufacturing.

At **Ntake Bakery & Company Ltd.**, **excellence, innovation, and sustainability** are more than just core values—they are the foundation of everything we do. Our mission is to consistently deliver products and services that not only meet but exceed the expectations of our customers, partners, and stakeholders.

As Ntake Bakery continues to grow and expand across East Africa, we are seeking **highly motivated, skilled, and detail-oriented individuals** to join our Distribution Entity as an **Accountant**. This role offers an exciting opportunity to contribute to the financial management and operational success of a leading bakery brand in the region.

If you are a **proactive professional** with a passion for surveillance, security monitoring, and operational excellence, this is your chance to be part of one of the region's most respected brands and contribute meaningfully to our continued success.

Key Responsibilities

1. Daily Physical Counting of Truck Returns

- Conduct thorough **daily physical counts of returned items** from salesmen trucks prior to loading new stock.
- Reconcile returned items against delivery notes, invoices, and system records to ensure accurate stock reporting.
- Investigate and report any discrepancies, damages, or shortages to management immediately.
- Maintain detailed logs to support stock control, financial reporting, and audit requirements.

2. Invoice Posting – Ntake Edible Oil Refinery

- Post invoices using **Mermidon software** on a daily basis, ensuring accurate documentation of all items loaded.
- Cross-check invoices with delivery notes and stock records to prevent errors or omissions.
- Ensure invoices reflect correct quantities, pricing, and customer details.
- Maintain organized digital and physical records for audit and internal reporting purposes.

3. Daily Store Stock Counting

- Conduct **early morning physical counts** of all items in the warehouse or store before dispatch operations.
- Compare physical stock with system records and investigate any discrepancies, such as missing or excess stock.
- Prepare daily stock reports highlighting shortages, damages, or overages for management review.
- Support inventory management by providing accurate stock data for replenishment and planning.

4. Filing and Summarizing Delivery Notes

- Collect, organize, and file all **customer delivery notes** and dispatch documentation daily.
- Prepare daily, weekly, and monthly summaries of deliveries to track stock movement and support reporting.
- Ensure all documents are accurately recorded and easily retrievable for internal reviews and audits.
- Highlight inconsistencies or missing documents for follow-up.

5. Posting Returns and Credit Notes

- Accurately post **returned goods and credit notes** in the accounting system to reflect customer returns or adjustments.
- Ensure that returns match supporting documentation and are properly approved according to company procedures.
- Maintain detailed records for audit trails and management reporting.
- Communicate with relevant teams to resolve discrepancies promptly.

6. Bank Reconciliation

- Perform **daily reconciliation of bank accounts** for Ntake Edible Oil Refinery.
- Compare bank statements with internal accounting records and investigate discrepancies in payments, receipts, or transfers.
- Ensure timely and accurate recording of all bank transactions.
- Prepare reconciliation reports for management and maintain organized documentation for audits.

7. Commission Calculation

- Calculate and formulate **monthly commissions** for sales, marketing, and administration staff accurately and in a timely manner.
- Ensure compliance with company policies and approved commission rates.
- Maintain detailed records to provide transparency and support any queries from employees or management.
- Prepare summary reports for management approval prior to disbursement.

8. EFRIS Reporting and Regulatory Compliance

- Prepare and submit **EFRIS reports** accurately and within deadlines.
- Provide financial insights and analysis to both the **Manager – Distribution Entity** and the **Operations Manager – Flour Mill**.
- Ensure compliance with all tax, regulatory, and company reporting requirements.
- Keep up-to-date with changes to tax regulations, accounting standards, and reporting requirements to ensure compliance.

Qualifications and Skills

- **CPA (Certified Public Accountant) certification is required.**
- Bachelor's degree in **Accounting, Finance, or a related field**.
- Minimum of **4 years' experience** in accounting or finance, preferably in distribution or FMCG operations.
- Proficiency in **accounting software** (Mermidon preferred) and **EFRIS reporting**.
- **Knowledge of SAP, QuickBooks, and Navision** is an added advantage.
- Strong analytical, numerical, and problem-solving skills.
- Exceptional attention to detail, accuracy, and organizational skills.
- Ability to handle multiple tasks under tight deadlines.
- High level of integrity, confidentiality, and professionalism.
- Strong written and verbal communication skills.

How to Apply: Interested candidates are invited to submit their applications, including a **detailed CV, cover letter, and academic documents compiled into a single document**, by **10th November 2025**. Applications can be sent via email to hr@ntakegroup.com or delivered **directly to the Ntake Bakery Head Office in Kampala**.

Please Note: Only complete applications submitted by the deadline will be considered. Fresh graduates **without relevant work experience** in accounting or financial operations as described above are **advised not to apply**, to help reduce high volumes of unsuitable applications.

Equal Opportunity Employer: Ntake Bakery & Company Ltd is committed to diversity and inclusion and is an equal opportunity employer. We encourage all qualified candidates, regardless of background, to apply.

Our Slogan:

Ntake Bakery & Company Ltd: Pioneering Quality, Innovation, and Sustainability Across East Africa – *“Your Family Choice.”*
