

Job Identification	
Administrative Unit	Chief Finance Officer's Office
Job Title	Senior Accountant/ Accounts expert
Job Category	Expert
Supervise Title:	Chief Finance Officer
Job Purpose	
Reporting to the Chief Financial Officer, the Senior Accountant will focus on business operations as well as compliance and reporting. The senior accountant is responsible for preparing and providing financial information to the management of the Company by researching and analysing accounting data, and preparing reports. These tasks include keeping proper books of accounts, ensure proper tax computation and timely filing of tax, organising and maintaining financial records, and ensuring financial statements are accurate and free from material misstatement. He/She is also responsible for documenting financial transactions by entering account information.	
Key Job Responsibilities	
Functions	Tasks
Provide financial information and prepare financial reports.	<ul style="list-style-type: none"> - Receiving, verify, make payments and record all transactions related to payment based on standards operating procedures and Accounting Standards applicable to RCI; - Enforce internal control, risk management and compliance to company financial policies and procedures; - Treasury and cash flows management by daily inspection of RCI Ltd bank account movements; - Maintain company proper books of accounts in compliance with International Financial Reporting Standards (IFRS) and other relevant national accounting policies; - Support company budget management (budget preparation and execution); - Manage accounts receivable, accounts payable, stock accounting and revenue recognition;



- Timely declaration of taxes such as VAT, withholding taxes, income tax, and ensure payment of all taxes and payroll deductions;
 - Preparing and timely submit periodic financial reports such as financial statements and budget performance report;
 - Providing accurate, timely, and relevant recording, reporting, and analysis of financial information;
 - Identifying areas for improvement and implement improvements to financial management internal control system;
 - Examining bank statements and ensure monthly bank reconciliation is performed ;
 - Ensuring accuracy of outgoing payments/Checks with agreements/contracts rates and approvals for all payments as per SOP
 - Preparing and managing purchase orders;
 - Securing financial information by completing database backups
 - Ensure month-end and year-end closing procedures are in compliance with relevant standards, rules and procedures;
 - Act as primary person in bank relations;
 - Facilitate internal, statutory (external) and tax audits;
 - Putting in place a proper filing system and ensure regular filling of documents supporting all accounting transactions;
 - Audit file review for auditors (Internal/External)-accuracy, timeliness
- Perform any other tasks as may be assigned by the supervisor.

Requirements:

- *Education and qualifications:*

- Bachelor's Degree in business administration with specialization in Accounting or Finance
- Having completed CPA, ACCA, or CIMA
- ***Relevant experience***
- At least three (3) years proven experience in accounting responsibilities in preparing complete financial statements preferably in service company or consultancy company;
- Experiential knowledge of IFRS, Rwandan taxes and business laws;
- Able to work under pressure with minimum supervision to meet tight deadlines;
- Experience and knowledge in treasury management ;
- Demonstrate experience in using accounting software (e.g. SAGE and QuickBooks);
- Practical advanced computer skills including Microsoft Offices (Excel, Word and Power Point);
- Must be able to communicate in English and working knowledge of French is desirable.