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## **JOB ADVERTISEMENT**

### **Back Ground:**

ACB Plc is a Christian Micro Finance Institution that started its operations in August 2006. It is licensed by the National Bank of Rwanda (BNR). Our vision is to be a leading Christian financial institution that contributes to holistic and sustainable development. Our mission is to bring holistic transformation into the community through quality financial services. Our values are quality service, transparency, integrity and accountability. We are committed to taking financial services closer to the people.

AMASEZERANO Community Banking (ACB Plc) is recruiting for a competent, qualified, dynamic and self-motivated individual to fill the following position:

#### **1. Head of Internal Control**

**Position: Head of Internal Control**

**Number of positions: 1**

**Reports to: Board of Directors**

**Opening date: 21<sup>st</sup> March 2024**

**Closing date: 5<sup>th</sup> April 2024**

The Head of Internal Control will be responsible for ensuring a strong internal control environment through the development of policies and procedures, ensuring their implementation and monitoring compliance. The position will work to foster standardization and consistency across the business processes and internal controls.

Taking financial services closer to the people



The ideal candidate is a critical thinker internal control environment. He/she is organized with excellent analytical and problem-solving skills.

**Roles and Responsibilities of Head of Internal Control:**

- Ensures that the standards applied to microfinance institutions are respected;
- Suggest to the General Management on irregularities to be improved for a better management of the institution;
- Enhance the existing governance framework through the creation of a third line of defense in respect of enterprise risk management;
- Develop and maintain the operational risk framework, internal controls and internal audit program that meets the needs of the business and ensures regulatory, legal and operational compliance;
- Design and present comprehensive reporting that signals early warning of any suspected procedural weaknesses in the business and take responsibility for the implementation of agreed recommendations;
- Bring leadership, operational excellence and a highly analytical approach to Internal Control & Compliance;
- Responsible for understanding the design and implementation of the internal business control environment, including documentation of processes, identification of risk areas and control gaps;
- Work with the business to promote a culture of Risk awareness and control and to ensure consistency of practice and approach throughout Corporate Banking;
- Assist in the coaching/training of colleagues where appropriate;
- Share experience and knowledge by providing guidance to the wider Internal Control Team by establishing and maintain effective working relationships;
- Complete Risk Control Assessments (RCAs) of existing and emerging business processes, products and associated IT Systems, reviewing and challenging the identification, evaluation and prioritization of risks;
- Verify whether the resolutions of the Board of Directors, the General Assembly, the BNR Inspectors, the Management Committee and other decision-making bodies of the ACB are implemented within the required deadlines;
- Collaborate with external audit team, operational management and business owners to coordinate the audits and drive to resolution identified issues;



- Participate in leading internal audit projects as available;
- Timely coordination/execution of the functional ICS testing (Control reviews) within the Business process key controls;
- Draw up at least monthly and as often as the control requires, a control report to the General Management;
- Draw up a quarterly and annual audit report to the Board of Directors;
- Verify the composition of the miscellaneous accounts receivable and payable;
- Ensures that all expenses that have been incurred are timely, justified and duly authorized;
- Check monthly budget execution;
- Verify that all CBA assets are managed productively and make recommendations on appropriate measures to correct any errors made in their management;
- Check whether the rules on the formalities for opening accounts are respected;
- Consult the minutes of credit meetings and check the existence of a file for any credit granted in accordance with the risk situation and credit protocol;
- Support the embedding of all relevant risk group and regulatory requirements;
- Deliver adequate and timely action plans and monitor progress to address and resolve control deficiencies;
- Assist process owners in identifying and resolving internal control issues;
- Deliver adequate and timely reporting on internal control framework and control deficiencies to ensure appropriate communication, documentation, escalation to business partners, senior leadership and audit committee;
- Work closely with IT Team to evaluate and monitor compliance of key financial systems from a business process/ controls frameworks perspective and to establish and maintain proper change management practices;
- Ensures that the recommendations of the external auditors are taken into account and duly implemented by those responsible for their implementation;
- Recommends, where appropriate, appropriate measures to improve procedures for the efficient and effective functioning of the company;
- Suggest to the General Management on anomalies to be improved for a better management of the institution;





**Skills and qualifications required:**

- Bachelor's degree in accounting, finance and risk related courses. Must be a CPA certified.
- 5 and above years of experience from a similar position or related experiences
- Solid understanding and experience with internal control frameworks
- Working knowledge of Finance and Accounting Policies and Procedures preferred with the ability to quickly assimilate specific finance policy knowledge
- Strong analytical skills include the ability to spot, assess and address risk, materiality and interdependencies and translate it into impact analysis for the financial reporting and recommendations for improvement
- Strong communication skills presenting internal control and risk matters in an understandable way across various forums and levels of the organization with the right level of detail.
- Knowledge of sound internal control principles and demonstrated ability to provide solutions to control issues
- Strong oral and written communication skills, including sound presentational skills
- Strong presentation skills with the ability to present and interact with various levels of management
- Adaptable to working in a fast paced, ever-changing environment
- Striving for continuous improvement and optimization
- Ability to work both individually, and within a team environment, build strong relationships and maintain rapport with cross-functional business units, Internal Control teams and with external consultants
- Ability to manage projects, with attention to detail on multiple concurrent tasks, while meeting various deadlines
- Flexibility in resolving issues and addressing changing priorities
- Fluency in English, Kinyarwanda and/or French



### **How to apply**

The interested candidates should submit their application documents (Application letter, updated CV, Academic certificates, ID copy, current criminal record certificate and Original church Recommendation letter signed by your church Pastor) to the Office of Head of the Director of Corporate Services, not later than 5<sup>th</sup> April 2024 (03:00 pm), at ACB Plc Head office.

### **Important Note:**

ONLY shortlisted candidates will be contacted for interviews. If you do not hear from us within 2 weeks from the closing date, consider your application unsuccessful.

**Done at Kigali, on 21<sup>st</sup> March 2024**

  
**Eraste NSENGIYUMVA**  
Managing Director

