



B.P. 4691 Kigali, Rwanda
Tél.: (250) 788380723
788532850
R.C.A. 045/06/Kig
E-mail: amasezerano@acb.rw

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 looking for a qualified, competent, committed, proactive and self-motivated individual to occupy the following position:

Job title: Chief Accountant

Number of position: 1

Reporting to: Director of Finance

Opening Date: 18th July 2023

Closing date: 26th July 2023

Job Summary: We are looking for a Chief Accountant responsible for assisting the Director of Finance in performing accounting tasks. He/she will be responsible for preparing timely and accurate financial reports, assisting in the preparation of financial transactions, accounts and Bank reconciliations, data entry and supervising the accounting team.

- **Duties and responsibilities of a Chief Accountant**
- Implement the Bank's financial strategy and ensure that all Bank operations are in line with the Bank's overall goals and objectives to achieve business profitability;



Taking financial services closer to the people

- Must have oversight of monthly close, reviewing journal entries, reconciliation, and variance explanation;
- Ensuring all accounting transaction are performed correctly on time;
- Confirm transaction are made accurately and entered in the accounting system;
- Ensure suppliers invoice are reconciled and payments made;
- Reconcile financial transaction every month;
- Validate and reconcile inventory and fixed asset accounts;
- Compare actual with a budget and determine the reason for the variances monthly;
- Prepare year-end financial statement;
- Ensure weekly bank reports generated by the IT department are properly reconciled with the bank statement;
- Timely reporting of daily, weekly, monthly, semi-annual or annual statutory reports;
- Ensures that regulatory reports are prepared and reported on time.
- Prepare a report for the finance management team;
- Check cost center expenses and compare them against budget;
- Working on the general accounting under the directions of the immediate superior;
- The chief accountant is responsible for maintaining the ledger of the Bank;
- Recording all the payables with proper details;
- Ensure timely remittance of statutory deductions including CIT, VAT, etc.
- Keeping a record of all the property owned or rented or related to the business;
- The accumulation of the statistical data regarding the finances of the bank and analyzing it on request as well as regular basis;
- Ensures that all the Bank assets are corded and registered on time;
- Ensure proper stock management and timely replenishment;
- Perform other duties as assigned by the Director of Finance

Required skills and Experience

- Bachelor degree in accounting, Finance or Managemnt. Having CPA/ACCA is an added value;



- Possess a minimum of 3 years of working experience in accounting field preferably in financial institutions;
- Punctual, reliable and have strong communication skill;
- Strong verbal and oral communication skills;
- Self-motivated and strong analytical skills;
- Attention to detail, prioritization skill, and time management
- Quick learner with a positive attitude;
- Result-oriented who can tackle tough problems;

Competences

- Leadership skills
- Punctual, reliable with strong communication skill
- Advanced knowledge of excel and accounting software;
- Team spirit
- Strong problem-solving skill
- Presentation skill
- Banking operations,
- Supervisory skills.
- Computer literacy especially MS Office, Power Point
- Ability to work under pressure

How to apply

The interested candidates should submit their application documents (Application letter addressed to the Managing Director, updated CV, Degree, certificates, ID copy, and Original Church Recommendation letter signed by your church Pastor to the Head of Human Resources of ACB Plc, not later than 26th July 2023 (02:00 pm), at ACB Plc Head Office.

Note: Only shortlisted candidates will be contacted for further assessments. If you do not hear from us 2 weeks from the closing date, consider your application unsuccessful.

Done at Kigali, 18th July 2023

Eraste NSENGIYUMVA
Managing Director

