

### **Job Description: Accountant**

**Job Title:** Accountant

**Reports to:** Finance Lead / Executive Director

**Location:** Kigali, Rwanda

**Start Date:** Immediately

**Contract:** 1 year inclusive of 3 months probationary period with possibility of renewal.

**Employment Type:** Full time

#### **Job summary**

The Accountant will support Impanuro Girls Initiative (IGI) in managing its financial operations, ensuring accurate record-keeping, budget monitoring, and compliance with organizational policies and donor requirements. This role is responsible for financial reporting, maintaining strong internal controls and providing support for audits and donor-funded projects. The ideal candidate is detail-oriented, dependable and proactive in contributing to the organization's financial integrity and transparency.

#### **Key Responsibilities**

##### **Accounting & Financial Records**

- Record and maintain accurate financial transactions in the accounting system (QuickBooks)
- Maintain accurate bookkeeping records, including accounts receivable, accounts payable, general ledger entries and reconciliations (bank, cash, and advances)
- Maintain proper financial documentation and filing systems

##### **Financial Reporting & Budget Monitoring**

- Prepare monthly and quarterly financial reports
- Support preparation of donor financial reports in line with grant agreements
- Monitor project and organizational budgets and flag variances
- Lead budget development process on annual basis
- Support cash flow planning and forecasting

##### **Compliance & Controls**

- Ensure compliance with NGO financial policies and donor requirements
- Verify supporting documents for payments and procurement
- Ensure compliance with tax and statutory obligations
- Support internal and external audits and address audit queries

### **Operations Support**

- Process payments, advances and expense liquidations
- Support payroll processing and statutory deductions
- Coordinate with program and procurement teams on financial matters
- Perform any other finance-related duties as assigned

### **Qualifications & Experience**

- Bachelor's degree required, Advanced degree is preferred in Accounting, Finance, or related field
- Professional qualification (CPA, or equivalent) is an added advantage
- At least 5-7 years of experience in donor-funded programs, with progressive responsibility in accounting or financial management.
- Strong knowledge of accounting principles and financial reporting
- Experience with accounting software (Quickbooks)
- Ability to work and quickly adapt in a complex and volatile environment
- Proficiency in Microsoft Excel and MS Office
- Good written and verbal communication skills
- Strong attention to detail and a problem-solving mindset
- Ability to work independently and with confidentiality

### **Application Process:**

Interested candidates are required to submit the following documents not later **than January 26, 2026:**

- The updated CV highlighting relevant areas of your prior experience and 3 references
- The Cover letter
- Professional portfolio would be highly appreciated but it is optional

All applications should be addressed to the Executive Director of Impanuro Girls Initiative (IGI) and shall be submitted only via email: [recruitment@impanuro.org](mailto:recruitment@impanuro.org)

And copy [info@impanuro.org](mailto:info@impanuro.org) with subject **"Job Title – Your Name."** (Accountant – Sylvie Keza)

***Impanuro Girls Initiative (IGI) is an equal opportunity employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion and sex.***