

- o Position: **Financial Manager-Eastern Africa (for logistics section)**
- o Location: **Kigali, Rwanda**
- o Job type: **Full-Time**
- o Available Position: **1**

## **Job Description-Finance Manager**

### **1.Financial Record keeping**

- Maintain financial records: Ensure that all financial transactions are accurately recorded in the organization's books and ledgers.
- Reconcile accounts: Regularly compare financial records with bank statements to ensure that all amounts match and are correctly documented.

### **2. Preparation of Financial Statements**

- Generate financial reports: Prepare financial statements for the branches in East African countries (Rwanda, Kenya, Tanzania, Uganda) including balance sheets, income statements, cash flow statements, and equity statements, in accordance with accounting principles and standards (GAAP or IFRS).

### **3. Tax Preparation and Compliance**

- Tax filings: Calculate and prepare tax returns for income taxes, VAT, sales taxes, etc., ensuring compliance with local, state, and federal tax regulations.
- Tax planning and strategy: Advise on tax strategies to minimize liabilities and ensure compliance with tax laws.

### **4. Audit and Internal Controls**

- Assist with external audits: Provide necessary documentation and support to external auditors during the auditing process.

### **5. Accounts Payable and Receivable**

- Accounts payable: Manage outgoing payments to suppliers, vendors, and creditors, ensuring that payments are made on time and that records are accurate.
- Accounts receivable: Oversee incoming payments from customers, ensuring proper invoicing and,

### **6. Financial Systems and Software Management**

-Use accounting software: Leverage financial software (e.g., QuickBooks, SAP, Oracle) for bookkeeping, reporting, and analytics.

-Maintain systems: Ensure accounting software and systems are up-to-date and functioning correctly to streamline operations.

## **7. Adherence to Regulations**

-Compliance with standards: Ensure that accounting practices comply with legal regulations, accounting standards, and corporate policies.

-Risk management: Identify financial risks and implement measures to mitigate them, ensuring financial stability.

## **8. Acceptable for business trips to Kenya, Tanzania, Uganda.**

### **Job Qualification**

- having similar work experience above mentioned for at least 5 years.
- to be proficient in using Excel, QuickBooks, SAP, Oracle,Sage.
- to be familiar with tax compliance practice and rules & regulation in Eastern African countries, including Rwanda, Kenya, Tanzania, Uganda.
- to be proficient in English and French.

### **Benefits**

- Opportunity for career advancement and professional development within the company.
- 18 days annual leave and Medical insurance.
- Joining a dynamic and collaborative work environment dedicated to success and innovation.