

## Mission

To provide a ladder of opportunity to underserved communities in Rwanda, as we proclaim and live the Gospel of Jesus Christ.

## Method

We share the hope of Christ as we provide financial services and biblically based training that restore dignity and break the cycle of poverty.

## Motivation

The love of Jesus Christ motivates us to identify with those living in

# Accountant Manager Role

## JOB DESCRIPTION

To provide accounting and administrative supervision to Urwego's finance function ensuring effective, efficient, high-quality accounting & budgeting services, timely reporting and compliance to timelines and regulations.

<b>LOCATION:</b>	Kigali, Rwanda
<b>LEVEL:</b>	Professional
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Director of Finance

## RESPONSIBILITIES

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### Coordination of journal entries processes

- Coordinate the bookkeeping processes and ensure timeliness and accuracy of journal entries,
- Coordinate and lead the team toward compliance with laws and regulations as well as accounting standards,
- Ensure compliance with tax administration requirements.

### Foster accuracy of financial data

- Put in place preventive and detective measures designed to foster accuracy of financial data,
- Ensure daily and weekly reconciliations of general ledger accounts,
- Ensure existence of relevant roll forward reports (fixed assets, lease, borrowings, loans) to confirm accuracy of financial data.

### Preparation of financial reports for various stakeholders

- Prepare monthly and quarterly financial reports for internal and external use,
- Ensure financial reports are true and fair in accordance with accounting standards and other laws and regulations,

- Prepare periodic regulatory reports (daily, monthly, quarterly),
- To each report, prepare narrative reports explaining key variances,
- Ensure value for money for all transactions.

### **Audit and Clearance Processes**

- Have orderly transactions to ease auditing exercises by auditors (internal & external), inspector and tax administrator,
- Attend in a timely manner to queries from auditing and inspection processes,
- Ensure timely closure of findings from auditing and inspection processes,
- Assist and guide clearance of all queries raised by external as well as internal auditors.

### **Internal Controls & compliance**

- Develop and document business processes and accounting policies to maintain and strengthen internal controls,
- Propose perceived internal controls deficiency to finance director for improvements,
- Review and recommend changes in policies and procedures that will improve financial performance.

## **ESSENTIAL SKILLS**

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- Be proactive and able to work under pressure,
- Be skilled at strict adherence to tight deadlines,
- Have a compliance culture to accounting standards, laws, regulations, policies and procedures,
- Readiness to perform any other duties as assigned by the supervisor,
- Mastery of accounting principles, BNR regulations, and tax laws,
- Readiness to perform any other duties as assigned by the supervisor.

## **QUALIFICATIONS**

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- Should have a bachelor's degree in accounting or other related disciplines,
- Should hold ACCA or CPA qualification,
- Having experience in auditing is an added advantage,
- Be result oriented and live Christians values of humility and customer care to mention but a few,
- Be team player and good at building and developing teams,
- A good communicator,
- Excellent skills in use of spreadsheets mainly excel.

## **HOW TO APPLY**

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Interested and eligible applicants should submit the following documents to [urwegohr@urwegofinance.com](mailto:urwegohr@urwegofinance.com) not later than 16<sup>th</sup> April 2026 at 5pm.

Send the documents in one folder and fill in the subject line in the position of Finance Manager.

- Motivation letter explaining your suitability for the position,
- Curriculum vitae with 2 referee names,
- Notarized Academic Documents and certificates,
- Proof of ACCA or CPA completion,
- Recommendation from your Church,
- Statement of Faith,
- Criminal Record Form,
- National ID.

**Only Shortlisted candidates shall be contacted for the interview.**

Done at Kigali on 26<sup>th</sup> March 2026

For and on behalf of Urwego Finance CBC  
HR Manager

