

ADVERTISEMENT OF ONE (1) VACANT POST TO THE POSITION OF ACCOUNTANT

UMUTANGUHA Finance Company (UFC) Plc, a company duly registered in the office of the Registrar General under company code number 101310843, licensed by National Bank of Rwanda to operate as Micro Finance Institution in Rwanda headquartered in Kigali, Opposite Nyamirambo Stadium, House # 177, KN2 Avenue, P.O Box 2998 Kigali, Tel 0788387730, email: info@ufinance.co.rw is recruiting self-motivated, creative, persuasive individuals with excellent communication to fill the positions of Accountant with the following details:

PURPOSE OF THE POSITION

The accountant is responsible for preparing accurate and timely financial reports, taxation compliance, cash management, and reconciliation of internal accounts.

MAIN RESPONSIBILITIES

1. Financial Transactions and Records Management

- Ensure all financial transactions align with business objectives.
- Prepare payment vouchers with necessary documentation and input data into ICBS after approvals.
- Post financial transactions in ICBS according to cost centers and account codes.
- Maintain comprehensive filing system for financial records.
- Update asset register and conduct regular reconciliations.
- Ensure adherence to IASs and finance policies in financial statements and accounting entries.
- Record receivables in ICBS and prepare monthly reconciliations.
- Manage cash replenishment for branches through cheque or transfer to ensure smooth operations.
- Monitor cash defaults in branches and take proactive measures to address them.
- Reconcile internal accounts on a monthly basis, ensuring clearance of all pending transactions.
- Implement procedures to minimize errors and discrepancies

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HEAD OFFICE

Nyamirambo, KN 2 Av. Building No. 177,
(Opp. Kigali Pelé stadium) P.O. Box 2998 Kigali - Rwanda.

Toll-free: 5020. Tel: +250 788 387 730 Email: info@ufinance.co.rw Website: www.ufinance.co.rw TIN: 101310843

- Execute tax declarations and payments accurately and within the specified timelines to avoid penalties.
- Calculate monthly depreciation accurately and ensure proper recording and verification.
- Maintain an updated asset register and reconcile it regularly.,
- Assist Chief Accountant in accounts analysis on daily and monthly basis to detect any abnormal transaction

2. Compliance

- Ensure payroll accuracy and timely remittance of statutory obligations.
- Assist in internalizing financial systems and preparing for audits.
- Verify authorizations before payment disbursement.
- Stay updated on tax regulations and implement necessary changes accordingly.

3. Accounts payable management

- Oversee accounts payable process to ensure timely and accurate payments.
- Establish documentation and authorizations as per guidelines.
- Resolve payment discrepancies and supervise A/P processing.
- Communicate with relevant personnel regarding vendor contracts.
- Compile subsidiary financial information for analysis and consolidation.
- Reviewing of AP and AR ageing to ensure amount owing to suppliers are genuine

4. Reports

- Prepare monthly and quarterly financial statements and reports with accuracy and adherence to BNR and Group reporting standards.
- Submit VAT quarterly reports and ensure compliance with relevant authorities.
- Ensure timely submission of reports to meet regulatory requirements.
- Preparation of management accounts & Financial pack for Finance department
- Ensure that all deadlines are respected for submission of monthly & quarterly reports
- Participate actively in end month, end quarter and end year closing activities
- Proceed with trend analysis of all account balances

5. Other:

- Assist Chief Accountant in budget preparation and periodic budgetary control reports.
- Engage with regulatory bodies, insurance companies, banks, MFIs, and other partners for effective collaboration and compliance.
- Provides assistance to any examination conducted by National Bank of Rwanda, other regulators, internal and external auditors
- Assist in audit findings in finance department implementation
- Any other related duties assigned by the supervisor

6. Requirements:

- Bachelor's degree in Accounting, Finance or related field
- To hold Professional certification such as ACCA, CPA, or equivalent will be an added value or being registered in those professional courses and be in Advanced level of ACCA OR CPA.
- At least 2 years' experience in banking or micro finance sector;
- Maximum age 40 years' old

7. KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of banking operations (domestic and international) and banking laws
- Excellent Financial Analysis / Interpretation
- Communication skills for liaising with stakeholders (oral & written)
- Proficiency in MS Office suite and accounting software (e.g., ICBS).
- Proficiency in financial accounting principles, good understanding of tax regulations and compliance requirements and financial reporting standards.
- Strong attention to detail and accuracy.
- Ability to prioritize tasks and meet deadlines.
- Skills in cash management and reconciliation.
- Knowledge of IASs and finance policies.
- Knowledge of vendor management principles.
- Ability to maintain confidentiality of financial information.
- Attention to continuous improvement in processes and procedures.

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8. Application documents:

- Application letter
- Curriculum vitae
- Studies documents (copies of Certificates, academic transcripts, degree, etc)
- Training and experience documents
- Employment Certificate
- A list of three references and their contacts

Note: All documents should be scanned in one document and be electronically submitted to: ufc.recruitment@ufinance.co.rw (Please mention the position you are applying for in the email subject).

The deadline for receiving applications is 3RD April 2026 at 5:00 PM

NB:

- ✓ Only short-listed candidates will be contacted

Done at Kigali, 24th March 2026



Mrs. Josephine MUKUNDIYIMANA
HR& Admin Manager



Mr. Noel MUHAWENIMANA
Chief Executive Officer