



Position: Accountant

Location: Rwanda, Southern Province, Ruhango District,

Organization: Cooperative Imbere Heza Ruhango

JOB PURPOSE: The Cooperative Accountant ensures efficiency and timeliness of the day-to-day financial accounting operations

KEY FUNCTIONS:

The specific responsibilities include, but not limited to:

The cooperative accountant plays a crucial role in supporting the finance department by performing a variety of accounting and administrative tasks. This position is responsible for maintaining accurate financial records, processing transactions, and assisting with the preparation of financial reports. The accountant ensures the smooth operation of daily financial activities, contributing to the overall efficiency and effectiveness of the finance team.

Other activities:

1. Ensure all relevant tax returns are accurately prepared and their respective remittances done on time and relevant refunds claimed;
2. To prepare/review monthly bank reconciliations for all bank accounts, regular and timely reconciliations of; accounts payable, accounts receivable and general ledger accounts and ensure reconciling items are followed up and eliminated from the accounts;
3. To ensure a comprehensively regularly maintained fixed assets register for all company assets;
4. To ensure that all accounting documents are properly and safely filed for easy access and security;
5. Interact with internal and external auditors in completing audits;
6. Undertake any other duties related to the job as assigned by the Hierarchy.

LINE AUTHORITY

Reports directly to the Cooperative Manager

COMPETENCIES:

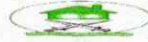
- Bachelor's Degree in Accounting, Finance, Economics and Management with 2 years' experience as cooperative accountant.

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TIN: 120920526

BANK OF KIGALI account number: 00085-00416960-15 IMBEREHEZA RUHANGO
BPR BANK account number: 443215277610166 COOPERATIVE IMBEREHEZA





- Knowledge of International Financial Reporting Standards and International Standards on Auditing;
- Analytical capabilities and skills to deal with financial management issues.
- Excellent organizational skills; ability to prioritize own work program and ability to deliver assignments in a timely and efficient manner;
- Very good interpersonal skills; ability to establish and maintain effective working relations in a multicultural environment;
- Excellent written and verbal communication in English or French and Kinyarwanda with a working knowledge of the other language;
- High computer skills (MS Office package)
- Competence in the use of advanced excel.

Skills:

- Successful performance of the work requires good knowledge of international accounting standards, computer skills and a high degree of independence.
- Strong communication skills are required and must possess strong work ethics and team attitude.
- High computer skills (MS Office package)

How to Apply:

Interested candidates should submit their hard copies of applications including a cover letter, Curriculum vitae and certificates to the cooperative office located at Ruhango. The online applications are received through the following email: cooperativeimbereheza@gmail.com

The applications will be received during working hours from **18/11/2024 up to 25/11/2024 at 3pm**. The list of shortlisted will be out and communicated not later than **27/11/2024 at 3pm** and the exams will be done on **29/11/2024 from 08:00 am** in the place which will be communicated by the Cooperative Representatives.

Done at Ruhango, on November 18, 2024

Innocent K. NZIMBANA

Cooperative President

