



**GUTEZA IMBERE UBWUBATSI BW'AMAZU  
Y'UBUCURUZI**

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**CONCERN: JOB ANNOUNCEMENT**

**Position : Accountant Officer**  
**Location : Kigali, Rwanda**  
**Position Grade : NA**  
**Position Number : NA**  
**Posting Date : 18<sup>th</sup> May 2026**  
**Closing Date : 25<sup>th</sup> May 2026, at 4:00 pm**

The management of COOPERATIVE DUHAHIRANE GISOZI located at Kigali City, GASABO District, GISOZI Sector, MUSEZERO Cell, GASAVE Village-Gakiriro; has the pleasure to invite interested candidates to submit their application for the position of Accountant Manager.

The position's details: job purpose, key functions, line authorities, competencies, skills and how to apply are stated below.

**a) JOB PURPOSE:**

The Accountant Officer will mainly help the Cooperative to meet its customer acquisition and revenue growth targets by keeping our Cooperative competitive. He/she will be responsible for recording the all cooperative' transactions, keeping related support documents and other financial supports need for standard reporting, designing cooperative financial tools, managing team involved in financial services and settling partners needs, computing all obligations vis-à-vis the banks and administrative authorities and producing periodic reports and financial statements.

**b) KEY FUNCTIONS:**

The specific responsibilities include, but not limited to:

**Financial and Accounting planning and execution**

- Develop annual financial and accounting plans detailing the scope, nature and timing of financial activities;
- Design financial and accounting work programs;
- Conduct financial and accounting services to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures;
- Identify key areas of risk within the Cooperative and propose appropriate controls to mitigate the risks;
- Prepare financial work documents and supports that are adequately sufficient for efficient records.

### **Reporting**

- Prepare financial reports in line with the approved plan;
- Monitor the timely implementation of the management actions recommended in the financial reports;
- Ensure completion of financial and accounting assignments to provide independent, objective assurance to the General Cooperative Management.

### **Follow up**

- Receive and keep all financial documents and related supports;
- Manage the daily and periodic records of financial transactions;
- Monitor the timely implementation of the management actions recommended in the financial reports;
- Liaise with the internal and external auditor on financial reports and records;
- Conduct investigations and reviews as requested by senior management or the Board of Directors.

### **Advisory role**

- Produce financial statements including balance sheets, profit/loss statements, cash flow statement, and accumulative general ledger using a computer-based accounting system and software;
- Discuss audit findings and recommendations with managers and report significant issues;
- Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management;
- Assist the development of a financial control culture.

### **c) LINE AUTHORITY**

The Accountant Officer reports administratively to the **“President of the Board of Directors & Manager of the Cooperative.”**

### **d) COMPETENCIES:**

- 1) Holding at least a bachelor's degree in Accounting, Finance, a professional certificate ACCA/CPA (at least intermediate level);
- 2) Proven certificate of successful previous professional three years' experiences in accounting or finance;
- 3) Proven analytical capabilities and skills to design and implement a financial plan that expands Cooperative's members/Shareholders base and ensure its strong presence;
- 4) Excellent organizational skills; ability to prioritize own work program and ability to deliver assignments in a timely and efficient manner;
- 5) Very good interpersonal skills; ability to establish and maintain effective working good relations in a multicultural environment;
- 6) Excellent written and verbal communication in English or French with a working knowledge in Kinyarwanda and other regional languages;
- 7) Ability to handle sensitive information and professional judgement.

**e) SKILLS:**

- Strong communication skills are required and must possess strong work ethics, solutions oriented and team work attitude;
- High proficiency in financial tools, MS Office skills and accounting software (Sage Saari Line 100).

**f) HOW TO APPLY:**

Interested candidates should submit their application through [cooperativeduhahiranegisozi@gmail.com](mailto:cooperativeduhahiranegisozi@gmail.com) and copy to [kimanukapeter@gmail.com](mailto:kimanukapeter@gmail.com), [nyiramanaaisha21@gmail.com](mailto:nyiramanaaisha21@gmail.com) including a cover application letter, curriculum vitae including three persons of reference, and copies of degrees/certificates. In his/her cover letter, the candidate is welcome to explain any parts of his/her professional, academic, or personal life experience that truly motivate him/her to pursue this job.

**SHIRIBUTE Eric**  
**Chairperson of Board of Directors**  
**Cooperative Duhahirane Gisozi**

