



Réseau d'investissement Social (RIS) Ltd,

Owned by Rwanda Red Cross

KIGALI-RWANDA

Job advertisement

Overview

Réseau d'Investissement Social (RIS) Ltd, the Rwanda Red Cross Business Company based at Kigali, Gasabo district in Kacyiru Sector is seeking for competent staff to work in its Hotel located at Nyanza District in Busasamana Sector for the following position:

Position 1: Accountant for RIS Nyanza Motel, He/she will report to the Motel Manager

1. Competencies:

- ✓ Bachelor's Degree in accounting or finance,
- ✓ At least 3 years of experience in accounting,
- ✓ Excellent oral and written communication skills in English, French and Kinyarwanda,
- ✓ Have knowledge in tax declaration and bill with EBM machine,
- ✓ Able to prepare monthly payroll,
- ✓ Ability to work independently and in team environment,
- ✓ Have knowledge in accounting software, sage evolution is an asset.

2. Duties and Responsibilities

- ✓ Preparing Journal entries and adjusting account balances to accurately reflect company financial statements in accounting software,

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- ✓ Preparing bank reconciliations by reviewing and verifying the accuracy of account balances in accordance with bank statements,
- ✓ Preparing financial reports, including monthly statements and annual audits, in accordance with the government regulations regarding accounting standards,
- ✓ Reviewing budgets and preparing estimates of future expenditures based on historical data or other available information,
- ✓ Recommending changes to accounting procedures and policies to improve the accuracy of financial records,
- ✓ Helping to identify which accounts should be recorded first in order to facilitate accurate recordkeeping.
- ✓ Preparing monthly, quarterly and annually tax declaration,
- ✓ Preparing internal and external audits quarterly and annually,
- ✓ Processing payroll for all employees using automated software programs or manual methods and pay all salaries retained,
- ✓ Monitoring cash flow and identifying any potential problems in advance to that corrective action can be taken before an issue arises.

Age of interested candidate: 20-45 years old.

The interested candidates must submit the following documents: an update CV, required academic degree, a copy of National Identity and a motivation letter and 3 people for reference.

All application letters must be addressed to the Managing Director of RIS LTD and submitted in hard copies not later than 4<sup>th</sup> August, 2025 at 10:00 am at Kacyiru (Rwanda Red Cross Headquarter) in RIS Ltd reception.

For more information, call 0783828393.

Done at Kigali, on the 21<sup>st</sup> July, 2025

MPINGANZIMA Josiane  
Managing Director at RIS Ltd

