



COMBINAISON LTD

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TIN/VAT: 103269819
Address: KIGALI - RWANDA
KICUKIRO, KK106 Street
EVA PLAZA Building
FF03 OFFICE.

JOB ANNOUNCEMENT

COMPANY PROFILE

COMBINAISON Ltd established in 2014. We are top leading supplier of a wide range of laboratory products for a variety of sectors, including medical, agriculture veterinary and forensic science. From public institutions to large private corporates, we are committed to providing you with high-quality products from trusted manufacturers and we strive to ensure that you get the equipment and supplies you need to conduct your work with confidence.

For more than 10 years, COMBINAISON Ltd has built a solid reputation for its self and is constantly expanding with a good corporate image and we have the ability to satisfy the ever-changing, more recent needs of our clients around Rwanda. We actively work together with various manufacturers and suppliers for the supply of genuine solutions in order to meet the growing demand for superior laboratory products.

- **JOB TITLE:** Accountant Secretary
- **RERORT TO:** Operations Manager

SCOPE OF THE JOB

The **Accountant Secretary** is responsible for supporting the day-to-day operations of the Finance Department by performing entry-level accounting tasks.

The primary focus of this role is maintaining accurate records related to accounts payable and ensuring timely reconciliation. The role also involves assisting with tax computations and tax declarations, contributing to the overall accuracy and compliance of financial operations.

Key Responsibilities

Accounting Duties

1. Preparation of financial and statistical reports.
2. Analyze financial data to identify and resolve discrepancies.



3. Apply relevant accounting policies, standards, and regulations to ensure compliance.
4. Compile and prepare routine financial reports and summaries.
5. Perform any other reasonable tasks assigned by the managing director
6. Maintain the confidentiality and integrity of all Company financial data.
7. Maintain accurate and up-to-date financial records
8. Maintain accurate and up-to-date financial records.
9. Prepare and file daily financial transactions (invoices, receipts, payments).
10. Manage accounts payable and accounts receivable.
11. Prepare bank reconciliations and follow up on outstanding balances.
12. Assist in preparing monthly, quarterly, and annual financial reports.
13. Support the preparation of tax declarations in compliance with Rwanda Revenue Authority (RRA).
14. Manage petty cash and prepare expense summaries.
15. Ensure proper filing and storage of all accounting documents.

ADMINISTRATIVE & SECRETARIAL DUTIES

1. Manage front-office operations: receive visitors, answer calls, and respond to emails.
2. Maintain company records, correspondence, and filing systems (both physical and digital).
3. Draft and format official letters and reports.
4. Schedule appointments, meetings, and assist in planning company activities.
5. Prepare meeting minutes and follow up on action points.
6. Coordinate with suppliers, clients, and internal teams for smooth workflow.
7. Support procurement processes by preparing purchase orders when needed.
8. Maintain inventory documents related to office and administrative supplies.

KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required (Added advantage)

1. Bachelor's degree in accounting or related field
2. Completed at least intermediate level /part two of CPA or ACCA
3. Having excellent relevant knowledge in tax matters
4. Excellent degree of accuracy and attention to detail
5. Excellent computer literacy with high proficiency in Microsoft Excel(advanced)
6. Excellent interpersonal skills
7. Result - driven with a strong capacity to work autonomously
8. Compliance oriented and auditing skills



9. Professional Etiquette and Integrity
10. Fluency in English and Kinyarwanda

Applications must include the following documents:

- Application cover letter addressed to the company Managing Director
- Stating where you heard about the position and why you should be considered
- Curriculum vitae (CV) including your personal details, education level, and any experience
- Name, address, and telephone numbers of three (3) personal references
- Copy of ID card or Passport
- Passport photo
- Copy of Bachelor's Degree

Interested candidates should submit their application letter together with all relevant documents to the email address provided below no later than **30th Dec. 2026**.

The required documents should be submitted in scanned soft copies in PDF format (preferably as one document) to info@combinaisonltd.com and to combinaisonltd@gmail.com.

Note:

- A) Applications that are not meeting the above criteria, will not be considered.
- B) The successful candidate will begin with an immediate effect.

Done Kamashashi on 12 /12/ 2025.

NKUNDIMANA Evariste
Director /CEO
COMBINAISON Ltd
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