



KIGALI MULTISERVICE COOPERATIVE

Expand Your Business With Us!

TIN: 101734991

KIGALI MULTISERVICE COOPERATIVE (KMC)

Location: Kicukiro, Kigali City, Rwanda

Vacant position: Accountant

Position Type: Full-time

Application Deadline: 19th October 2026 at 12:00 pm

About Us:

Kigali Multiservice Cooperative "KMC" is a dynamic cooperative committed to empowering our members through sustainable economic development, ethical business practices, and inclusive growth. It has been in operation since 2009 and operates across multiple sectors, including service delivery in catering & onsite restaurant, cleaning, transport.

Role Overview:

The Accountant will serve as a key professional in safeguarding the cooperative's financial integrity. This role involves overseeing financial operations, ensuring compliance with statutory obligations, and supporting management in strategic decision-making. The position requires a results-oriented individual with strong analytical skills and a commitment to cooperative values.

Key duties & Responsibilities:

- **Financial reporting:** Prepare accurate monthly, quarterly, and annual financial statements
- **Budget control:** Develop, monitor, and evaluate cooperative budgets
- **Regulatory compliance:** Ensure adherence to cooperative laws, tax regulations, and financial standards
- **Internal controls:** Establish and maintain effective financial control systems
- **Audit facilitation:** Coordinate internal and external audits and implement recommendations
- **Member financial services:** Provide professional financial advice to management

Kigali Multiservice Cooperative
Siège Social: Kicukiro
P.O. Box 1079, Kigali - Rwanda

Tel: +250782138264
E-mail: welcomekmc2009@gmail.com
www.kmcoope.com



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Qualifications:

- **Education:** Bachelor's degree in Finance and/or Accounting
- **Professional certification:** CPA, ACCA, or equivalent qualification is an added advantage.
- **Experience:** At least 3 years of progressive experience in accounting, preferably within cooperatives, financial institutions, or corporate organizations.
- **Technical skills:** Proficiency in accounting software i.e. SAGE, SAP and advanced knowledge of MS Excel.
- **Core competencies:** Strong analytical skills, attention to detail, integrity, and ability to work independently.
- **Familiarity with cooperative principles and community development.**
- **Proficiency in digital tools and record-keeping systems.**
- **Excellent written and spoken communication skills in English or French.** Knowledge of both languages would be an asset

How to Apply:

Send your CV, cover letter, and references to welcomekmc2009@gmail.com with the subject line "Application - KMC Accountant", not later than 19th October 2026 at 12:00 pm. Only shortlisted candidates will be contacted.

Jayne KABATESI

[Signature] 12.10.2026

CHAIREPERSON OF THE BOARD OF KMC



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