



NYUNGWE MANAGEMENT COMPANY

NYUNGWE NATIONAL PARK VACANCY ANNOUNCEMENT

Nyungwe Management Company Ltd (NMC Ltd) was created by the management agreement between the Government of Rwanda (through RDB) and African Parks Network, to manage Nyungwe National Park for 20 years starting from October 2020. NMC Ltd is seeking to recruit suitable candidates to fill the post of **Payables Accountant** in Nyungwe National Park. The candidates must be Rwandan, technically skilled with good problem-solving ability, enthusiastic, motivated, reliable, and able to execute tasks independently.

JOB TITLE: Payables Accountant

REPORTING TO: Chief Accountant

SCOPE OF THE JOB

The Payables Accountant 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 declarations, contributing to the overall accuracy and compliance of financial operations.

Key Responsibilities (not exhaustive):

1. Perform monthly supplier reconciliations, ensuring all discrepancies are promptly investigated and resolved.
2. Assist in the preparation of financial and statistical reports.
3. Analyse financial data to identify and resolve discrepancies.
4. Apply relevant accounting policies, standards, and regulations to ensure compliance.
5. Compile and prepare routine financial reports and summaries.
6. Accurately record supplier invoices in the Serenic Navigator accounting system, in line with the approved chart of accounts.
7. Perform any other reasonable tasks assigned by the supervisor.
8. Maintain the confidentiality and integrity of all financial data.



Nyungwe Management Company Ltd – TIN 111945658



Directors: Mr. Mutangana, Mr. C. Wells, Mrs. J. Sebageni, Mrs. J. Labuschagne, Mr. J. Gruner, Mrs. S. Kabahire, Mr. A. Kayitare

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KNOWLEDGE AND SKILLS

Minimum Education and Qualification Required

Added advantage

1. Bachelor's degree in accounting
2. Completed at least intermediate level /part two of CPA or ACCA
3. Having 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

Note

2. Applications that are not meeting the above criteria will not be considered.

Interested candidates should forward their application letter together with all relevant documents to the email address provided below no later than 23rd December 2025. The required documents should be submitted in scanned soft copies in PDF format (preferably as one document) to nmc.recruit@africanparks.org. The successful candidate will begin with an immediate effect.

Applications must include the following documents:

- Application cover letter addressed to the Park Manager
- Stating where you heard about the position and why you should be considered
- Curriculum vitae including your personal details, education level, and any experience
- Name, address, and telephone numbers of three (3) references
- All the documents should be in one PDF document and named after your name and position, for example: Name, Nyungwe Payable's Accountant, 2025.

Please note that only candidates with the needed qualifications and relevant experience will be shortlisted. If you don't hear from us within one week after the submission deadline, know that you have not been shortlisted.

Done in Nyungwe National Park on 09/12/2025.

NIYIGABA Protais
Park Manager/CEO

Nyungwe Management Company



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