



## JOB DESCRIPTION: FINANCE ASSOCIATE

**Company:** EarthEnable Rwanda  
**Reports to:** Financial Controller  
**Location:** Nyamata -Bugesera District  
**Compensation:** Starts modest, commensurate with experience,with significant performance-based raises

### Who We Are

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

### What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda. 80% of Rwandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished. In our first 3 years of operations, EarthEnable has installed over 400,000 square feet of flooring and employed over 100 Rwandese staff (and generated jobs and income for an additional 100 masons).

### About the Role

This role will work closely with District Finance Officers to support the district operations and other head office support team . The person is responsible for overseeing the completeness of the general ledger and will be the key to monthly accounts close process, payments, taxes and other Rwanda finance projects.



The specific basic tasks for this role include;

- Employees payroll for both full and part time including their payslips
- Calculate and pay taxes, RSSB, Pension, Maternity, PAYE, VAT and Withholding tax,...
- Perform monthly bank and petty cash reconciliations
- Supervise/manager the District Finance Officers and work closely with Head Office Finance Officer
- Ensure monthly stock count and stock movement are timely accurate
- Reconcile, revenue, payables and receivables
- Support Head Office Finance officer in treasury function

#### **Other tasks;**

- Able to perform monthly account close
- Able to understand the company's cost and the budget, Internal financial policies and participate in the monthly district budgeting meetings.
- Managing district finance team and carry out their consistent performing reviews
- Other projects assigned by the company

#### **Qualification**

- Bachelor's degree in Finance or Accounting
- Having completed at least part one (CPA/ACCA or equivalent) will be an added value
- Passion to progress in Finance career
- Good in excel and spreadsheet
- Good communicator ( English and Kinyarwanda)
- Outstanding work ethics and attention to details
- Eager to learn fast
- Experience in quick books will be an advantage.
- Having 2 years of experience in a similar job.

Apply online at [www.earthenable.org/applynow](http://www.earthenable.org/applynow). In your cover letter, please state what excites you most about this role, and what you think will be most challenging about it. The deadline is September 22, 2019

