



---

## RECRUITMENT OF ACCOUNTANT

### TERMS OF REFERENCE

---

#### Background

Urunana Development Communication (Urunana DC) is a National Non-Government Organization which was founded in 2004 and registered in Rwanda under Ministerial order # **138/11 of 27<sup>th</sup> December 2006**. The Mission of the organization is to contribute to the development and wellbeing of the communities in Rwanda through innovative, creative and interactive communication and social services. Urunana DC implements a Social and Behaviour Change Communication (SBCC) program that largely focuses on public health and other social issues which affect health of the population.

The program is mainly funded through SBCC projects implemented by Urunana DC in collaboration with her partners. Urunana DC's SBCC program activities include: Production and broadcast of Urunana radio soap opera on Radio Rwanda and Radio Ten weekly, Umuhoza Radio Magazine broadcast on Radio Ten, production of radio spots, radio sketches, Radio serial drama and Community outreach theater shows. To-date over 2,240 episodes of Urunana radio soap opera have been produced and broadcast. The famous Urunana radio soap currently has a listenership estimated above 70% in Rwanda. Urunana DC's SBCC Program has been running for about 21 years (since 1999).

Recently Urunana DC secured funding from RBC/SPIU/RBF Malaria, to implement community engagement and sensitization activities through various social behaviour change communication approaches targeting the catchment population in the City of Kigali towards prevention and control of Malaria. Malaria remains a public health priority in Rwanda with the whole population at risk of malaria infection. However, the Country continues to make progress in malaria prevention and control through multifaceted evidence based approaches namely: information, education and communication; distribution of long-lasting insecticidal nets (LLINs); Indoor residual spraying (IRS) and; early diagnosis and effective management of malaria cases as guided by the National Malaria Strategy<sup>1</sup>.

Strategic objective 5 of the Malaria Strategic Plan 2020-2024 seeks to achieve 85% of the population having correct and consistent practices and behaviours towards malaria control interventions. Behaviour

---

<sup>1</sup> RBC, 2019; The Malaria Strategic Plan, 2020 – 2024

*“Child protection: Urunana DC recognizes its responsibility to safeguard the welfare of all young people by protecting them from abuse. Your referees will be asked to comment on your suitability in relation to working with children and vulnerable adults”*



change communication is identified as a critical component in changing social norms, addressing myths and misconceptions, and improving knowledge, attitudes, and practices related to malaria prevention and control among various groups of people<sup>2</sup>. The goal of the SBC project is to contribute to reduction in malaria morbidity and mortality by 50% of the 2019 levels. The project will be implemented for an initial period of nine (9) months.

It is in this regard that Urunana DC wishes to recruit a well-qualified person for the position of “Accountant” to support the implementation of the RBF Malaria project activities.

**Title:** Accountant (1 position)

**Reports to:** Finance and HR Manager

**Work station:** Kigali, Rwanda

**Duration of Contract:** Eight (8) months which may be renewed depending on availability of funds

#### **Overall responsibilities**

The Accountant will mainly manage project funds to facilitate the implementation of RBF Malaria project activities in the City of Kigali (all of the three districts).

#### **Overall responsibilities of the Project Accountant:**

- a) Carrying out payments to suppliers in consistency with the approved budget and in compliance with the public financial management;
- b) Enter financial transactions into the computerized accounting system (Tompro Accounting Software);
- c) Filling complete supporting documentation for each transaction made and ensure their safety;
- d) Prepare the request of funds of Urunana DC before the submission to SPIU/RBC;
- e) Prepare the quarterly and annual financial reports and budget executions reports of Urunana DC;
- f) Review the quarterly and annual financial reports and budget executions reports prepared by Urunana DC;
- g) Preparing bank reconciliation statements on a monthly basis;
- h) Maintain an appropriate Cash Book and General Ledger to record Revenue and Expenditure operations; Availing all documents required by audit missions;
- i) Ensure that the declaration of VAT to be refunded from RRA is done on quarterly basis, prepare and submit to SPIU/RBC the report of VAT claimed and VAT refunded not later than 15<sup>th</sup> day following the end of the quarter;
- j) Ensure the declaration and Payments of withholding tax, Social Security Contributions and Medical Insurance Contributions are submitted not later than 15<sup>th</sup> day following the end of the month;
- k) Liaise with the Internal and External Audit and assist them in their respective functions;
- l) Ensure the implementation of financial audit recommendations both internal and external;
- m) Maintain and keep updated the register of assets (all SPIU/RBC equipment) produce regular reports (Every 6 months);

---

<sup>2</sup> RBC, 2017; Malaria SBCC strategy, 2017-2020

*“Child protection: Urunana DC recognizes its responsibility to safeguard the welfare of all young people by protecting them from abuse. Your referees will be asked to comment on your suitability in relation to working with children and vulnerable adults”*





## Job Profile

- Be of Rwandan Nationality;
- Hold at least a Bachelor's degree in Accounting, Finance, Management with specialization in Accounting/Finance;
- Proficient level of MS Office package (MS Excel, Word, Excel, Power Point, Internet, etc.);
- Having used one of any accounting software will be an added advantage;
- Kinyarwanda speaker, proficient written and verbal communication skills in French and English;
- Have a proven moral integrity;

*NB: This position is on a fixed contract basis.*

## Application requirements

- Cover letter addressed to: **The Managing Director, Urunana Development Communication, P.O Box 2774, Kigali Rwanda**
- Certified copies of your degree certificate and any professional certificates you may have;
- Detailed curriculum vitae (Please include contact address of three referees on the last page of your CV)
- Copy of National Identity Card

## Deadline for application

Applications should be submitted to Urunana Development Communication offices, at Kimironko plot No **628**, street No. **KG 17<sup>AV</sup>** in Kimironko Sector, Gasabo District in Kigali City, or through email to: [info@urunanadc.org.rw](mailto:info@urunanadc.org.rw) **NOT later than the 15<sup>th</sup> day of December 2020 before 3:00pm (15h00'**

**N.B:** Only shortlisted candidates will be invited for interview.

Done at Kigali on 24/11/2020

\_\_\_\_\_  
MANAGEMENT  
URUNANA DEVELOPMENT COMMUNICATION



*"Child protection: Urunana DC recognizes its responsibility to safeguard the welfare of all young people by protecting them from abuse. Your referees will be asked to comment on your suitability in relation to working with children and vulnerable adults"*