

Position Title: Field Accountant

Reporting to: Field Coordinator

Location: AEE Rwanda Rubavu Branch

MAJOR RESPONSIBILITIES:

1. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and documents financial transactions.
2. Drawing checks in a professional manner.
3. Control daily petty cash transactions of AEE and classify all justifications related to payment.
4. Managing all financial aspects of day-to-day operations of the branch.
5. Managing accounting and financial systems and maintaining full and accurate accounting records at the field level.
6. Prepare and follow up of the bank reconciliation.
7. Reconcile books of accounts.
8. Conduct financial analysis and prepare monthly, quarterly and annual financial report.
9. Submit on a regular basis monthly, quarterly, yearly report to the Field Coordinator with copy to general accountant.
10. Provide advices in the budget implementation and control.
11. Ensure compliance of AEE and donors' policies and procedures.
12. File supporting papers justifying the expenditures.
13. Handle special accountancy (handle the manual inventories books of the equipment of respective program);
14. Make systematic classifications of documents.
15. Organize spot-check visit at the field for verification.
16. Receive all AEE visitors while field staff are on the field work.
17. Perform any other duty that may be requested by AEE Management.

QUALIFICATIONS

- ✓ Have a Rwandan nationality
- ✓ Have a minimum of three (3) years' experience in the field accounting, management, etc.
- ✓ **Have a bachelor's degree in accounting, commerce, management, or finance.**
- ✓ **Have a Driving license, category A**
- ✓ Be fluent in Kinyarwanda and English.
- ✓ Should not be above 35 years old.

Qualified female candidates are encouraged to apply!

APPLICATION DOCUMENTS

- Expression of interest letter
- Updated CV with contact details
- 3 references
- Copies of educational qualifications
- Church recommendation
- Copy of National Identity card.
- Copy of Driving license, Category A

How to Apply

Qualified and interested candidates should submit their application documents written in English addressed to AEE Rwanda Executive Secretary **exclusively** to: **aeerecruitment@aeerwanda.ngo** by February 16th, 2021 not later than 5:00pm Kigali time.

N.B. Only selected candidates will be contacted for tests.

Done at Kigali, February 12th, 2021.
HR Manager