



NYUNGWE INVESTMENT GROUP LTD
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Nyungwe Investment group Ltd Company in Rwanda is looking for dynamic self –driven and highly creative Chief Accountant to join the team. If you have what it takes, we would like to hear from you. Please send us your application by 2nd, April 2021. Kindly note that only applicants with the right to work in Rwanda will be considered and only shortlisted candidates will be contacted. Our offices are located in Kicukiro district, Kanombe sector, Kabeza cell, Giporoso 1, Jesus is Able house Remera, 2nd floor on Airport road Kanombe.

Job title: Accountant

Reports to: Director of Finance

Department: Finance

Responsible for: Performing all accounting duties in the company.

Skills required or Minimum qualifications:

1. University degree in Accounting
2. CPA / ACCA added advantage
3. 3 to 5 years' experience in the field, or related

Key Skills and Competencies

1. Communication Skills both verbal & written and interpersonal skills
2. Experience with computerized ledger systems
3. Advanced knowledge of Excel
4. Strong problem solving and analytical skills
5. Ability to function well in a team-oriented environment
6. Familiarity with accounting software package
7. Must be an outstanding communicator, and have established skills in accuracy, convincing tongue in language, and working in a high-volume environment

Demonstrated ability to support all other departments within the company and information sessions.

Female candidates are also encouraged to apply.

Tasks and outputs:

1. Prepare the finance decharge documents and ensure entry and classification of the accounting documents related to the company's finances.
2. Analyze the funding requests of the company to be engaged, prepare the funds to transfer documents, and obtain accounting documents as justifications.
3. Prepares the monthly financial report based on the accounting application, with all necessary justifying documentation (invoice, bank drafts, bank exchange etc).
4. Prepare and produce financial statements at the end of each financial year as well as financial reports.
5. Prepare the payroll of the company staff and establish the declarations to the RRA, deductions at source, contributions and medical RSSB
6. Establish the disbursement to the various partners of the company.
7. Follow up on-budget execution.
8. Ensure the management of the data file and the appropriate filling of the electronic and hard copies of the financial documents and reports.
9. Maintain payment record of all invoices received
10. Maintain payee statement records for all suppliers
11. Carries out payments of all regular area office expenses such as office rental, advances etc.
12. Budget prepares the planning of the financial needs of the company.
13. Maintains the petty cash, with all due accounting and precautions and procedures.
14. Prepares the elements for the budget analysis.
15. Translates financial documents (invoices and financial reports) as appropriate and maintaining complete files.
16. Carries out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of NIG Ltd work, such as substituting for absent colleagues, etc after approval of the NIG Ltd Management Team.
17. Ensure that tax returns have been properly filed
18. Ensure timely payment of all taxes in the company.
19. Perform any other relevant tasks as may be required from time to time
20. Participate in audit schedules and assist auditors in performing their duties.
21. Ensure that collections and payments are done on time.
22. Prepare daily cash position report and advise optimal cash allocation

Done at Kigali on 22/03/2021

Vincent NAHAYO

Managing director

Nyungwe Investment group Ltd

