



Project Accountant, Mantis Akagera Game Lodge

Deadline for applications: 23-06-2021 by 17:00

We are searching for a Project Accountant on a fixed term contract. The length of the project will be approximately 8 months. The successful candidate must be able to speak and understand English fluently as they will be predominantly working with expatriates. Your experience should include project management and cover at least some of the following:

- Preferably construction knowledge
- Fixed asset management and compiling fixed asset registers
- A comprehensive understanding of Sage Evolution

In addition you must be practical, dynamic and responsible. In the first instance please send your CV to finmanager@akageragamelodge.com with a covering letter as to why you are the best candidate for this role – remember to give specific examples of your appropriate experience.

Responsibilities:

- Review the project history and put order to the current accounts
- Prepare bank reconciliations for the project and manage contractor/sub-contractor and various supplier payments (International & Domestic)
- Correct capturing of all project-related invoices, accruals, payments, pre-payments
- Preparation of VAT documents and VAT returns
- Correct capturing of VAT, withholding taxes and customs-related tax payments
- Prepare regular reports for the project (weekly and monthly), reconciling spend against budget.
- Liaise with the Development Team and Project Managers
- Preparation of management accounts for projects
- Assistance with audit work
- Compiling a fixed assets register for the property
- Performing all fixed assets related accounting procedures
- Any other work as might be required within the Finance Department

Profile:

- Suitably qualified with a minimum of Bachelors in Accounting Sciences from an accredited institution
- Previous experience and good knowledge of all types of Rwanda tax declarations
- Have the ability to manage workload and complete tasks within deadlines
- Have good leadership skills and ability to work with limited supervision
- Have good IT skills including advanced knowledge of Microsoft Excel & previous exposure to Sage Evolution



- Confident with excellent communication skills in English - verbal and written
- Meticulous with a thorough approach
- Technically strong with great attention to detail
- Previous experience in managing accounts payable would be beneficial
- Previous exposure to the construction industry and experience in fixed assets accounting would be preferable
- Hard worker, willing to do research to solve problems independently and to work extended hours
- Willing to work and live in a remote location (staff accommodation & meals provided)
- Practical

Salary: Negotiable.

Shortlisted candidates must be willing to travel to Mantis Akagera Game Lodge in the Eastern Province of Rwanda to attend in person interviews.