



NUDOR

NATIONAL UNION OF DISABILITY ORGANIZATIONS IN RWANDA

Registered at RGB under N° 72/2014 according to the law No 04/2012 of 17/02/2012; TIN : 102404301;

E-mail : nudor2010@gmail.com; Website: www.nudor.org;

P.O Box: 1546 KIGALI TEL: +250- 0788618220 / +250- 0788400063

TERMS OF REFERENCE FOR HIRING AN ACCOUNTANT

I. POSITION INFORMATION	
Project title:	People with disabilities in Rwanda improve their economic situation - Zigama Ushore Ubeho Neza (ZUUN)
Job Title:	Accountant
Duration of Employment:	One year renewable
Working nature:	Full-time assignment

II. PROJECT BACKGROUND/OBJECTIVES
<p>The national Union of The Disability Organizations in Rwanda (NUDOR) was established as civil society organization in September 2010 and now has 12 national organizations of Persons with Disabilities. Through its activities, NUDOR aims to ensure that the practical needs of persons with disabilities at personal and institutions levels are fully addressed with an emphasis on empowerment.</p> <p>The Promotion and Protection of PWDs' Rights and Socio-Economic Empowerment should be designed in order to promote disability equality and empower persons with disabilities to participate in sustainable socio-economic development in Rwanda.</p> <p>Overseen and supported by CBM Rwanda, NUDOR is implementing livelihood project that improve socio-economic status of persons with disabilities through the formation of Village Savings and Loan (VSL) in all nine districts. 1,688 Saving and Loan Groups were established with 48,052 members who are persons with disabilities and care givers. Based on an project mid-term evaluation report, the project achieved significant social and empowerment benefits as well as increased resilience, asset build-up and strong group cohesion.</p> <p>This new project will build on this success and will target group of this project are the 22,500 future members of the 750 village savings groups to be founded in this project, of which each group will have around 30 members. Around 60% of the members will be female and 40% male¹. 70% of the members have a disability, 20% are caregivers of people / children with disabilities and 10% of the members have no disabilities. From existing NUDOR projects we know that more than 60% of the people with disabilities have a physical disability including visual or hearing impairment. More than 10% have a cognitive disability / learning disability and more than 10% have multiple disabilities.</p>

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The remaining 20% have other disabilities such as albinism or short stature.

This project will improve the socio-economic inclusion of persons with disabilities in the districts of Gisagara, Burera, Ngoma, Rubavu and Muhanga in Rwanda.

Group members will receive training in financial management and entrepreneurship, improved farming methodologies, climate resilience, rainwater harvesting and solar energy. This will enable them to use their savings and loans to invest in income-generating activities, including farming, which will improve their incomes, asset base and economic resilience. Community awareness campaigns will be conducted to improve inclusion of PWD in all walks of life, including in leadership roles.

This project seeks to build the capacity of PWD to become more resilient and overcome the challenges they face, participating more fully in social, economic and political life. This aligns with the Rwandan Government commitment to fight global poverty, inequality, injustice and promote sustainable development, as reflected in the SDGs.

Through the promotion of inclusive VSL groups, economically empowering women and men with disabilities, Zigama Ushore Ubeho Neza project reflects a clear rights-based approach, ensuring those across the disability spectrum, including the most marginalized, such as people with deaf blindness, participate in a more inclusive and sustainable society.

This project will have budget to implement the planned activities as agreed with the donor and the implementation will need bank transactions and recording expenses for better track the budget execution and reporting to NUDOR and donor. In this regards, there is a need of the hiring an experienced accountant to perform the mentioned tasks.

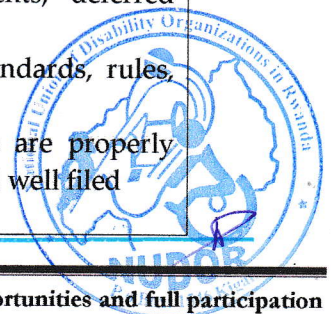
III. Role and Responsibilities

Accountant responsibilities:

Typical accountant duties and responsibilities include:

- Take Ownership of the day to day operations of the Accounting/Finance department and maintain the integrity of the General ledger at all times.
- Supervise and review all balance sheet recons and supporting schedules (including bank statements, fixed assets, accruals, prepayments, deferred revenue, and maintain an audit file to support financial numbers.
- Ensure full compliance of operations with CBM and donor standards, rules, regulations and policies
- Preparing accounts and ensuring that all financial transactions are properly documented, verified and recorded using correct budget codes and well filed
- Process monthly payroll

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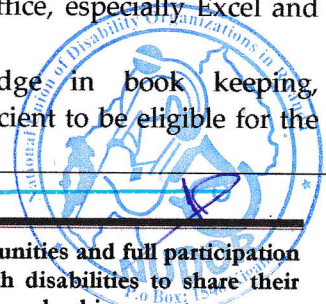
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- Prepare and submit monthly/yearly returns (PAYE, RSSB,WHT,ect) in line with Rwandan Law
- Monitoring spending and budgets in line with established donor and organizational financial procedures and regulations
- Ensuring proper documentation of payment vouchers and all other supporting documents
- Ensuring that proper procurement procedures are maintained at all times
- Financial forecasting and risk analysis
- Ensuring cash and bank reconciliations are performed on a monthly basis
- Compiling and presenting financial and budget reports including PPR on time
- Ensure that financial statements and records comply with laws and regulations for NUDOR and BMZ
- Keeping books of accounts and systems up to date
- Working with external auditors to ensure annual audit processes run smoothly, providing relevant information and ensuring the implementation of audit recommendations.
- Provide support with filing and administration of financial procedures
- Support in partner sub-contracting agreements and partner financial assessments when required
- Assist Project Manager in preparation the annual budget and advice him/her in spend- up
- Such other duties in respect of the origination as may be reasonably assigned by Executive Secretary.

IV. RECRUITMENT QUALIFICATIONS/COMPETENCIES	
Education:	<ul style="list-style-type: none"> • At least Bachelor degree in Accounting or
Experience:	<ul style="list-style-type: none"> • 3 years of experiences in Accounting, Finance and Administration of International NGOs Funds and projects • Strong experience in Monitoring daily bank account activity using internet and SAGE 100 or any other accounting software, Updating and maintaining account records by calculating project expenditures/revenues; • Strongly proficient with Microsoft Office, especially Excel and PPT. • Excellent financial skills, knowledge in book keeping, accounting, or finance would be sufficient to be eligible for the post of a financial assistant;

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	<ul style="list-style-type: none">• High level of Written and verbal communication skills, Including the ability to interact effectively at various levels,• Ability to manage time and prioritizing task as to a high standards to meet deadlines(capacity to deal with several projects in parallel)
Language Requirements:	Fluency in English and Kinyarwanda; French is an added value

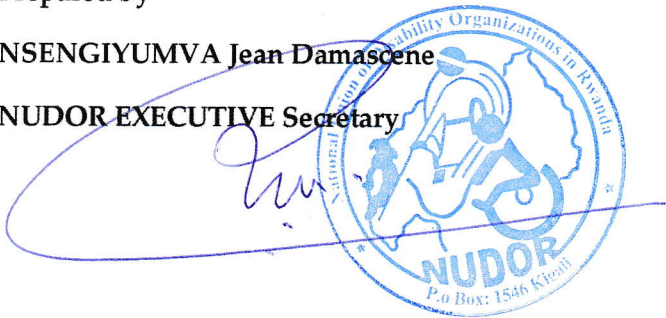
The interested candidate will submit the hard copy, the notified degree, well detailed CV with referees to NUDOR Office located at Kicukiro district, Niboye Sector, Road KK21 Ave Building 36, 1km from SIMBA Supermarket Kicukiro. The submission deadline is 29th December 2021.

Interested and Qualified Persons with disabilities are encouraged to apply.

Prepared by

NSENGIYUMVA Jean Damascene

NUDOR EXECUTIVE Secretary



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