

Equity Bank is one of the region's leading Banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern, inclusive financial services that maximize their opportunities. With a strong footprint in Kenya, Uganda, Tanzania, Rwanda; DRC and South Sudan, Equity Bank is now home to nearly 8 million customers - the largest customer base in Africa. Currently the Bank is seeking additional talent to serve in the role outlined below.

PROGRAM SENIOR ACCOUNTANT _ 1 POSITION

The focus of the job is on accurate and timely financial reporting, data analysis skills, proper documentation and filings for internal and external stakeholder reporting. The Program Accountant will be expected to have high attention to financial details and data analysis with confidentiality.

Key Responsibilities:/Accountabilities

- Accurate and timely Reimbursements of incurred costs to branches through the Data Management Information System (DMIS).
- Accurate documentation of financial transactions including among other fees payment to schools and stipend payments for financial reporting to partners.
- Accurate documentation and proper bookkeeping to ensure accuracy on financial records.
- Financial reporting - ensure the organization's financial transactions are accurately and timely prepared and submitted (daily, weekly, monthly and/or annually) to the relevant stakeholders for decision making.
- Ensure all the necessary documentation required in reporting to partners is timely availed and scanned.
- Facilitate secure storage of all program documents, well referenced for ease of retrieval.
- Track and report any gaps in data captured in the system.
- Data analysis on programs progress status.
- Any adhoc assignments as requested by Supervisor

Qualification, Experience, Skills and Attributes

- Bachelor's degree in Finance, Accounting or business-related courses.
- An MBA in related field and professional courses like CPA or ACCA will be an added value.
- Minimum of 3 years relevant experience in Finance/Accounting and use of MS Word, MS Excel, or MS Access.
- Computer literate Skills/Experience Required.
- Financial Management skills.
- Data analysis skills.
- Information gathering skills.
- Confidentiality.
- Attention to detail.
- Adaptability.

If you meet the above requirements, submit your application quoting the job opportunity you are applying for to the email address below by 14th September 2021. Please include detailed Curriculum Vitae, copies of the relevant certificates, testimonials, and daytime telephone contact and email address. Only short-listed candidates will be contacted.

Email to: jobsrwanda@equitybank.co.rw

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.