



## Job vacancy: finance officer

Imara Properties Rwanda Ltd is a housing real estate development company based in Kigali. Ensuring effectiveness throughout the housing production chain, it provides quality and robust houses.

The company is growing and is looking for a dynamic and multitask finance officer.

You are a self-motivated, highly rigorous and serious driven by achieving results?

You have a proven track record in accounting and administration?

In this role, you are responsible for the company's accounting.

### Duties and Responsibilities

- ✓ Collect and enter data for various financial spreadsheets
- ✓ Preparing accounts and tax declarations
- ✓ Create, send, and follow up on invoices
- ✓ Review and audit financial statements and reports, ensure all calculations and data entries are correct
- ✓ Maintaining client records through customer relationship management softwares
- ✓ Collect information for and prepare payroll payments for employees
- ✓ Suggest changes or improvements to increase accuracy, efficiency, and cost reductions
- ✓ Assist with other operations of the company

### Requirements and Qualifications

- ✓ Education: Bachelor's or Master's degree in business, finance, accounting, or a related field
- ✓ Experience: at least 2 years in accounting or related field
- ✓ Excellent mathematical skills
- ✓ Excellent computer skills, particularly with spreadsheets and calculation software
- ✓ Superior attention to detail
- ✓ Organisational skills and critical thinking skills
- ✓ Excellent communication skills (verbal and written) in English & Kinyarwanda
- ✓ French would be an advantage

### Benefits

Full-time job in an international team.

Salary: fix + variable based on results.

Depending on results, possibility to take further responsibilities in the company in the future.

### How to apply

Send your CV + motivation letter in PDF only, to [isange@imara-properties.com](mailto:isange@imara-properties.com)

Please include 'Finance officer' – in the subject line.

Interviews will be carried out from mid-October.

Only successful applicants will be contacted.

Start date: early 2022.

Imara Properties offers equal opportunities to everyone.