



## Transformational Leadership in Rwanda

### VACANCY

### Senior Accountant Position

#### Job requirements

Transformational Leadership in Rwanda (TLRwanda), a registered NGO whose office is in Musanze Rwanda, is recruiting for the position of Senior Accountant. This position is a one year contract renewable and reports to the Director of Holistic Ministries.

The Key responsibilities will include day to day accounting duties, managing and maintaining financial records, preparation of periodic financial reports and general ledger accounts, processing monthly payroll accurately and timely, preparing and verifying bank deposits and payments and carrying out bank reconciliations and, preparing financial documents such as invoices, bills, and accounts payable and receivable. The candidate must be a born again Christian, a person of integrity and honesty. Should be a team player. He/she should have a record of good performance in their previous employment. Should have a minimum qualification of Bachelor's degree in Finance or Accounting and CPA section 4 certification. General Administrative skills and abilities will be an added advantage.

#### Qualifications

- I. Bachelor's degree in Finance or Accounting
- II. CPA Certification Section 4
- III. At least three years' experience in accounting in an organizational set up
- IV. Knowledge in payroll preparations and administration of all statutory requirements
- V. Must have knowledge and hands-on experience with QuickBooks accounting software
- VI. Knowledge and mastery of the major computer packages especially Ms Excel
- VII. Experience with general ledger functions and financial periodic reports
- VIII. Strong attention to detail and good analytical and management skills
- IX. Good communication & organization skills
- X. Must be a team player
- XI. Have Administrative skills
- XII. Must be fluent in both Written and spoken English Language

Applications should be emailed to [interact@tlafrica.org](mailto:interact@tlafrica.org) including only cover letter and a detailed resume. Deadline for application is Friday, 15<sup>th</sup> December 2023 at 5.00pm. Only short-listed applicants will be contacted. Women are encouraged to apply.

Note: Only shortlisted candidates will be contacted