



**Réseau d'Investissement Social(RIS)Ltd,
Owned by Rwanda Red Cross**

KIGALI-RWANDA

Job advertisement

Overview

Réseau d'Investissement Social (RIS) Ltd, the Rwanda Red Cross Business Company based at Kigali, Gasabo district in Kacyiru Sector is seeking for a competent staff for the following position:

Position: *Accounting Assistant*, He/she will report to the Head of Accounting & Administration Unit at RIS Ltd HQ

1. Competencies:

- ✓ Bachelor's Degree in accounting or finance,
- ✓ At least 3 years of experience in accounting,
- ✓ Excellent oral and written communication skills in English, French and Kinyarwanda,
- ✓ Have knowledge in tax declaration and bill with EBM machine, Able to prepare monthly payroll,
- ✓ Ability to handle sensitive and confidential information,
- ✓ Ability to work independently and in team environment,
- ✓ Have knowledge in accounting software, Hotel Management Software, sage evolution is an asset.

2. Duties and Responsibilities

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- ✓ Reconcile invoices and identify discrepancies,
- ✓ Create and update expenses reports,
- ✓ Process reimbursement forms
- ✓ Prepare bank deposits
- ✓ Enter financial transactions into internal databases,
- ✓ Check spreadsheets for accuracy,
- ✓ Maintain digital and physical financial records,
- ✓ Issue invoices to customers and external partners, as needed,
- ✓ Review and file payroll documents,
- ✓ Participate in quarterly and annual audits,
- ✓ Recovery of tenants rent costs and debts from different clients

Age of interested candidate: 25-45 years old.

The interested candidates must submit the following documents: an updated CV, required academic degree, a copy of National Identity and a motivation letter and 3 people for reference.

All application letters must be addressed to the General Managing Director of RIS LTD and submitted in hard copies not later than **31/01/2024** at 10h00 a.m at RIS Ltd reception office located in Rwanda Red Cross Headquarter Kacyiru, opposite UTEXRWA.

Done at Kigali, on the 15th January 2024.

SIBOMANA Jean Bosco
General Managing Director of RIS Ltd

