



Réseau d'Investissement Social(RIS)Ltd,

Owned by Rwanda Red Cross

KIGALI-RWANDA

Tél.0788469844/0789181840

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 to work in its Hotel located at Karongi district in Bwishyura Sector for the following position:

Position: Accountant, He/she will report to the Karongi Hotel Manager

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 work independently and in team environment,
- ✓ Ability to manage the hotel store and able to develop store management tools,

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- ✓ Have knowledge in tendering procedures and development of tender procedures manual,
- ✓ Have knowledge in accounting software, Hotel Management Software, Sage Evolution is an asset.

2. Duties and Responsibilities

- ✓ Preparing journal entries and adjusting account balances to accurately reflect company financial statements in accounting software,
- ✓ Preparing bank reconciliations by reviewing and verifying the accuracy of account balances in accordance with bank statements,
- ✓ Preparing financial reports, including monthly statements and annual audits, in accordance with the government regulations regarding accounting standards,
- ✓ Reviewing budgets and preparing estimates of future expenditures based on historical data or other available information,
- ✓ Recommending changes to accounting procedures and policies to improve the accuracy of financial records,
- ✓ Helping to identify which accounts should be recorded first in order to facilitate accurate recordkeeping,
- ✓ Preparing monthly, quarterly and annually tax declaration,
- ✓ Processing payroll for all employees using automated software programs or manual methods and pay all salaries retained,
- ✓ Monitoring cash flow and identifying any potential problems in advance so that corrective action can be taken before an issue arises,
- ✓ Debts recovery.

Age of interested candidate: 25-40 years old.

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

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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

