



SPECIAL DRIVERS UNITED LTD

Kigali City, Gasabo District, Kimironko Sector, Bibare Cell
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SPECIAL DRIVERS UNITED (SDU) is a Rwandan-owned land transportation company limited by shares. The company was founded and registered with the Rwanda Development Board (RDB) in April 2019 and was issued with a license by the Rwanda Utilities Regulatory Authority (RURA) in May 2019. The company operates as a common billing platform for a group of vehicles owners. This enables the company to access the corporate market which includes government agencies and private companies. Special drivers united (SDU) is seeking to recruit an experienced Head of Finance, the required skills and other requirements are outlined below.

Main duties:

- Supervision of staff in Finance department
- Participate in management meeting
- Financial controls register- Accounting archive management
- Petty cash monitoring and supervision of monthly reconciliation
- Management of provisions and accruals
- Reconciliation between QUICKBOOKS vs all Sub ledgers (accounts receivables, payables, assets.....)
- Control of transfer pricing and internal payments
- Monthly Bank reconciliations
- Preparation and submission of monthly tax returns
- Control and approve accounting entries in QUICKBOOKS
- Participation in preparation of Annual action plan
- Participation in preparation of Business Plan
- Participation in preparation of tenders
- Monitoring periodic Assets inventory
- Monthly reporting- Management accounts

Requirements for the position:

- Rwandan by nationality
- Having honor's degree in Accounting



- Experience of at least 5 years in Accounting of private companies
- Demonstrate ability to manage a team,
- Good criminal records,
- Having scored at least 70% or equivalent in Secondary school (for the last three years of secondary studies),
- Having scored at least 70% or equivalent in University studies (average for full academic studies),
- Be able to work anywhere in Rwanda without any obligation beside the contract,
- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly,
- Excellent administrative skills are required and strong qualities in working with teams,
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Ability to work with a high degree of accuracy and attention to detail;
- Excellent communication (oral & written) and interpersonal skills,
- Ability to act with tact, diplomacy, discretion and respect for confidentiality;
- Proficiency in MS Office Suite (Word, Excel, Access etc)
- Have deep knowledge of at least three accounting software with proofs

Interested candidates should send their application all in one file: Cover Letter, CV with 3 persons references, Academic certificates and others professional trainings, Proof of Experiences and everything that must prove every requirement above, and addressing the application to SDU chairperson via E-mail: specialdriversunited@gmail.com or in hard copies at the Head offices of SDU Ltd (KG 200St, Plot 31, Kimironko, Gasabo, Kigali) not later than ~~27th~~ ^{27th} January 2024 at 05 :30 PM.

Only shortlisted candidates will be contacted.

Done at Kigali on 20th January 2024

Hatibu Rwakayikara

SDU LTD Chairperson

