



Lions Deutschland
Stiftung der Deutschen Lions



Lions Clubs International
FOUNDATION



cbm
christian blind mission

GAHINI DISTRICT HOSPITAL WITH SPECIALIZED SERVICE

JOB ADVERTISEMENT

Gahini District Hospital with specialized service and owned by the Gahini Anglican Diocese in Rwanda, is delivering different packages of health services at second and tertiary level. With support of the project funded by BMZ (German Federal Ministry for Economic Development and Cooperation) and SDL (German Lions Foundation) through Christian Blind Mission (CBM), a well-established CBM partner since 1992 and is actually a Government recognized hospital.

Gahini Hospital is recruiting the following the project accountant:

Position: Accountant

To report to: Director of Administration and Finance.

Duration: 1 year renewable based on the employee's performance and funds availability.

1. Principal roles and responsibilities.

- To check the hospital's team's work to make sure that their final figures are correct, noting errors and the causes of any miscalculations.
- To ensure that all financial transactions are properly documented and filed in a chronological manner.
- To utilize hospital's and project's computer systems to run databases, pay bills, and order supplies.
- To code, total, batch, enter, verify, and reconcile transactions such as project's accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements.
- To ensure availability and correctness of all vouchers for all payments made under the project in line with the project contract.
- To compile budget data and documents based on projects' estimated revenues and expenses and previous budgets.
- Prepare periodical cost statements and financial reports for project management in the donor format.
- To calculate costs of the projects' materials, overhead and other expenses based on estimates, quotations, and price lists.
- To ensure full compliance of operations with hospital's and donors' rules, regulations, and policies, and plan operations on a quarterly basis.
- To establish collaborative arrangements with potential partners,
- To make use of internal standard operating procedures in Finance, Procurement, and Logistical services.
- To constantly monitor and analysis of the operating environment, timely readjustment of the operations, advice on legal considerations, and risk assessment.

- To ensure proper planning, expenditure tracking, and audit of financial resources, including extra-budgetary income in accordance with donor and hospital's rules and regulations.
- To properly manage the contributions, business process, and accounting for contributions to ensure that projects' financial operations are properly identified, consistently and uniformly classified, recorded on a timely basis, and received with sufficient supporting documentation.
- To plan, execute, and follow up on cash and bank reconciliations.
- Organize the cost-recovery mechanisms for all projects/activities.
- To organize and oversight of cash management processes, including liquidity management, recommendation of provision level, risk assessment, bank relationship management; timely accounting and reconciliation of all transactions, and security for cash assets on site.
- To monitor the financial exception reports for unusual activities, and transactions and investigation of anomalies or unusual transactions.
- To provide information to supervisors and other staff on the results of the investigation when satisfactory answers are not obtained.
- To follow up on transactions and payment approval on the Internet banking system.
- To ensure that all financial transactions are identified.
- To stay current with all regulations, practices, tax laws, reporting requirements, and hospital settings
- To ensure the safe keeping of all critical financial tools such as cheque books, receipt books and payment vouchers.
- To perform other duties as requested by supervisors.

2. Qualifications and Experience.

- Academic qualification with a bachelor's degree in accounting, candidates with a CPA/ACCA certification will be prioritized,
- 3-5 years of experience working in project finance,
- Experience in using accounting software such as QuickBooks, SAGE, etc
- Intermediate experience in IT especially proficiency in Microsoft Excel and online document storage systems such as Google Drive.
- Experience working with online project management software is a plus · Time management skills and attention to detail ·

3. Competencies and key technical skills

- Strong communication skills, both internally and externally.
- Integrity.
- Strong critical thinking skills and excellent problem-solving skills.
- Inclusiveness.
- Accountability.
- Communication skills.
- Teamwork.
- Time management skills.
- Computer Skills.
- Organizational Skills.
- Ethical behavior.
- Attention to detail.
- Excellent analytical and numerical skills.
- Ability to work under pressure within strict deadlines and prioritize tasks efficiently.

- Fluent in Kinyarwanda, English, and/ or French; knowledge of all is an advantage.

Candidates with the required profile are invited to submit a cover letter, a CV, and a photocopy of the degree and certificates, with three professional references to the following email address: gahini.hospital@moh.gov.rw

Ensure the references includes, names, phone number and emails.

Persons with disabilities are encouraged to apply for this position.

Application deadline: 16/01/2024

Only short listed candidates will be contacted.