



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

OFFICE OF THE VICE CHANCELLOR

P.O. Box 619 Butare Rwanda- Phone: (+ 250)788310 811

Web site: www.piass.ac.rw, Email Address: fathebu@yahoo.fr

JOB VACANCY ANNOUNCEMENT

The Protestant Institute of Arts and Social Sciences (PIASS) would like to recruit the Accountant to perform the following tasks:

1. Key responsibilities


1.1. Accounting operations

- Maintain and file the accounting documents including: financial records, ledger, chart of accounts, trial balance accounts, account book, income statement and balance sheet;
- Collecting all supporting documents for Expenditures and classify them properly.
- Provide all necessary information to Chief Accountant in order to provide Required Reports
- Prepare all payment notes together with their corresponding cheques
- Rapidly treat documents entrusted to him/her
- Pick out all expenditures in order to ensure the availability of the required budget, the compliance of documents of proof and treasure verification.
- Check the monthly bank reconciliations and accounting adjustments
- Replace the Chief Accountant if need be due to Emergency situation.
- Record all financial transactions in accounting software.

1.2. Recovery and Petty cash book control

- Regularly Control Petty Cash box held by Cashier
- To establish the daily statements of receipts and expenditures and submit them to accountant for imputation
- To register all pay slips into new PIASS software
- To Ensure that access cards are being properly used, and checking if students are accessing studies and other PIASS's services are those who have access cards
- To register all signed cheques and distribute them to relevant beneficiaries
- To perform any other duties assigned by his/her supervisors

2. Profile

- Hold at least a university bachelor's degree (A0) preferably specialized in accounting or finance
 - Experience of at least 3 years as accountant
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- Computer skills such as Ms Excel, Ms Word, PowerPoint, internet ...
- Ability to delivery good service to everyone including students
- Good knowledge of technical and communication
- Able to work overtime and under pressure
- Fluency in English

3. Application documents required

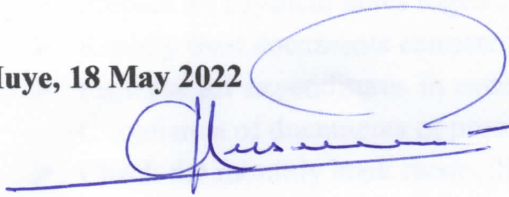
Application files should contain the following documents:

- Motivation letter in English addressed to the Vice Chancellor of PIASS
- Detailed Curriculum Vitae written in English
- Service certificates provided by the former employers
- Certified copies of university degrees and other certificates
- Any other supporting document deemed important by the applicant

Interested and qualified candidates should submit copy of their application files via email: fathebu@yahoo.fr not later than 02nd June, 2022 at 5pm.

The written exam and interview for the shortlisted applicants will be done in PIASS-Huye Campus on 08th June 2022 at 9:00 am.

Huye, 18 May 2022


Rev. Prof. Elisée MUSEMAKWELI
Vice Chancellor of PIASS

