



Re-advertisement Profile of Accountant Positions for Upcoming Project

1. Project Accountant

Terms of Reference Project Accountant

Title: Project Accountant

Location: Kigali- Rwanda

Reporting: The Project Account will report to the Finance Manager

Project name: "MSME Financing Program"

Description:

The Project Accountant is responsible for the successful implementation of MSME Financing Program in line with the targets and milestones. He/she will ensure that project activities are implemented within the policies and procedures of the organization, in consideration of AMIRs mission, regarding the Government policies and comply with all relevant legislation and professional standards.

The project Accountant's role will be done in project implementation Districts across the country

Responsibilities:

- Create project accounts in the accounting system(SAGE 100)
- Maintain project-related records, including contracts and change orders
- Authorize access to project accounts
- Authorize the transfer of expenses into and out of project-related accounts
- Review and approve supplier invoices related to a project
- Review and approve time sheets for work related to a project
- Review and approve overhead charges to be applied to a project
- Review account totals related to project assets and expenses
- Investigate project variances and submit variance reports to management
- Confer with receivables staff regarding unpaid contract billings
- Report to management regarding the remaining funding available for project
- Create or approve all project-related billings to customers

- Investigate all project expenses not billed to customers
- Respond to requests for more detail from customers
- Approve the write-off of any project-related billings that cannot be billed to or collected from customers
- Close out project accounts upon project completion
- Create and submit government reports and tax returns related to project
- Compile information for internal and external auditors, as required
- Any other accounting and finance task given

Required Qualifications, Experiences and Technical Skills:

- At least a bachelor's degree in accounting, finance, or management
- Minimum 5 years' prior experience in project accounting.
- Knowledge of project contracts and change order documents management
- Having ACCA or CPA is an added advantage
- Proficient in data entry, accounts payable, accounts receivable and vendor payments.
- Strong communication skills.
- Key competencies are Communication, teamwork, initiative, and dependability.
- Fluent in English, French and Kinyarwanda as well as written skills.
- Advanced skills in MS Word, Excel and Power point presentation
- Professional skills in project and project portfolio management
- Professional skills in key account management and member acquisition
- Excellent network to key players in the finance and public sector
- Excellent self-organization, punctuality and reliability
- Having knowledge of SAGE 100(Accounting software)

How to apply

Interested and eligible applicants should submit the following documents to info@amir.org.rw not later than **24th May 2024 at 5:00 pm.**

Send the documents as one folder and in the subject line, fill in the position of Project Accountant;

- Motivation letter explaining your suitability for the position,
- Curriculum vitae with 3 referee names,
- Copies of Academic Documents and certificates.
- Criminal Record Form
- National ID.

Only Shortlisted candidates shall be contacted for the interview.

Done at Kigali on 17 May 2024.

AMIR MANAGEMENT


