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## **BACKGROUND**

Since July 2023, ADEPR Church has established an Insurance Foundation named "**Ubuzima Bwiza Mutual Insurance Foundation**" which provides medical care for the entire Staff of ADEPR Church, those of its institutions and their respective eligible family members. The establishment of the Foundation followed the law governing the Foundations in Rwanda (*Law n°059/2021 OF 14/10/2021 in the Official Gazette n°41 Bis of 01/11/2021*).

**Ubuzima Bwiza Mutual Insurance Foundation** is granted legal personality N°:25/RGB/FDN/LP/06/2023 as registered under Rwanda Governance Board (RGB) to operate its activities in Rwanda since 29<sup>th</sup> June 2023. To be operational in Rwanda, the license from the regulator BNR (National Bank of Rwanda) has been acquired on 30<sup>th</sup> October 2023 under the BNR Insurance License N°: I 01/2023. The Insurance is now serving 21,126 beneficiaries across the Country in 30 districts of Rwanda where ADEPR church and its institutions operating its activities. The Foundation contracted with different Health and medical service providers in Rwanda (Health Centers, Public and Privates Hospitals, Clinics, Polyclinics and Pharmacies) to provide medical services to its beneficiaries.

**VISION:** To create a better everyday life for our members and their dependents.

**MISSION:** Ubuzima Bwiza Mutual Insurance Foundation is determined to provide high quality health insurance services for a better life of its beneficiaries.

Ubuzima Bwiza Mutual Insurance Foundation needs to recruit experienced and qualified staff on the position of "Accountant".

## **JOB SUMMARY:**

An accountant at a medical insurance foundation typically handles financial tasks, ensuring accurate and efficient financial operations. Here are some of the key responsibilities and qualifications for this role:

**Responsibilities:**

- Prepare and maintain financial statements, reports, and records.
- Ensure compliance with accounting standards and regulations.
- Assist in the preparation of budgets and financial forecasts.
- Monitor budgetary performance and report variances.
- Process invoices, payments, and receipts.
- Reconcile accounts payable and receivable ledgers.
- Assist in internal and external audits.
- Ensure accurate documentation and compliance with auditing requirements.
- Handle payroll processing and related accounting activities.
- Ensure timely and accurate payment to employees.
- Conduct financial analysis to support decision-making.
- Identify financial trends and provide recommendations for improvement.
- Ensure adherence to financial regulations and standards specific to the healthcare and insurance sectors.
- Stay updated on changes in financial regulations that affect the foundation.
- Collaborate with other departments to ensure smooth financial operations.
- Communicate financial information clearly to non-financial stakeholders.
- Performing any other task allocated to him/her by the Administration and Finance Manager

**Qualifications****1. Education:**

- Bachelor's degree in accounting, Finance, or a related field.
- Professional certifications (e.g., CPA, ACCA, CMA) is added advantages.

**2. Experience:**

- Proven experience of three years as an accountant
- Familiarity with accounting software and financial reporting tools.

### 3. Skills:

- Strong analytical and numerical skills.
- Proficiency in accounting software (e.g, QuickBooks, Sage Pastel) and Microsoft word, excel, Power Point
- Excellent organizational and time management abilities.
- Attention to detail and accuracy.
- Strong communication and interpersonal skills.

### 4. Knowledge:

- Understanding of healthcare and insurance financial regulations.
- Knowledge of GAAP (Generally Accepted Accounting Principles) or IFRS (International Financial Reporting Standards).

### 5. Personal Attributes:

- Integrity and ethical approach to financial management.
- Ability to work independently and as part of a team.
- Problem-solving mindset and adaptability to changing environments.

### **HOW TO APPLY:**

Interested Candidates who strictly meet the above criteria should apply for the position and send their application files (CV, Academic Certificates, Motivation Letter and Church Pastor Recommendation) no later than July 05<sup>th</sup> 2024 via email: [info@ubf.rw](mailto:info@ubf.rw)

Only shortlisted applicants will be contacted for exams.

**Done at Kigali,**

**28<sup>th</sup> June 2024**

**André Rurangangabo**

**Executive Secretary**

**Ubuzima Bwiza Mutual Insurance Foundation**

