



Rwanda Non-Communicable Diseases Alliance
Kigali-Gasabo, Kinamba KN8 Ave 27
Website: www.rwandancda.org
Email: info@rwandancda.org,
Tel: +250 791 232 176

Title: Accountant

Contract Type: Full time employee

Contract Duration: 1 year fixed contract with possibility of extension

Reporting to: Executive Director Office

Location: Office based work.

About RNCDA:

Rwanda Non-Communicable Disease Alliance is a unique civil society network, founded in 2016 and uniting local organizations working on NCDs in Rwanda. Its mission is to unite the efforts and create a powerful voice for the NCDs awareness rising, advocate for the prevention and control of NCDs, and their risk factors in Rwanda by promoting multi-sectoral partnerships, health education, responding to NCDs challenges to improve health and well-being. Rwanda NCD Alliance is an active member of the East Africa and global NCD Alliance.

Objectives of the Position

The accountant will be responsible for the financial planning and reports development across the organization activities. This includes ensuring that financial reports are completed and shared on time in line with RNCDA's standards and donor requirements.

1. Key responsibilities.

- A. Recording financial and accounting records in developed tools and given software
- B. To assist the organization in regular internal financial audits to ensure the organization finances, procurement and accounting are carried out in accordance with the government laws, donor recommendations and International Financial Reporting Standards (IFRS) for NGOs.



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- C. Assist organization in preparing monthly, quarterly and annual financial reports (income statement, balance sheets, cash flow, accounts reconciliation and ledgers)
- D. Being involved in any other opportunity that contributes to his/her career and professional development.

2. Qualifications and Experience

1. Bachelor's degree in finance or accounting is mandatory
2. At least two year of experience in accounting or financial management, preferably within NGOs focusing on health
3. At least one-year hands-on experience with accounting software like QuickBooks
4. Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
5. Experience in conducting financial audit using International Financial Reporting Standards (IFRS) for NGOs is an added value
6. Advanced skills in Microsoft Excel
7. Strong attention to detail and good analytical skills
8. Being a member of any RNCDA member organization or previously worked with RNCDA is an added value
9. Ability to work independently and as part of a multidisciplinary team, proactive and fast learner with efficient and effective time management skills.
10. Ability to think and plan strategically and creatively in a way that contributes to improving the effectiveness of the project's outcomes.
11. Ability to manage competing priorities and meet deadlines.
12. He/She will be involved in supporting all the projects running at the organization

3. Reporting and Supervision



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The accountant will report to the office of Executive Director monthly and provide a weekly report to his/her direct supervisor- Finance Manager. Account will also work closely with all RNCDA technical staff and any other relevant stakeholders.

4. Duration and Location

This position will be for a period of 1 year, with the possibility of extension based on the need and performance. It will be based at RNCDA head office in Kigali.

5. Application Process

Interested candidates should submit their CV, a cover letter, and contact information for three references to info@rwandancda.org with a copy to Rwanda NCD Alliance Executive Director, alphonsembarushimana@rwandancda.org and Rwanda NCD Alliance General secretary secretary.rncda@gmail.com by 30th August 2024. The email subject should be: APPLICATION FOR ACCOUNTANT :Names of the candidate.