

# Admin and Accounts Assistant



Kigali, Rwanda

## Requirements in a nutshell

<b>Education</b>	BA Degree in Business Management, Economics, Accounting, or related field
<b>Must-have</b>	3 years of relevant experience and excellent communication skills and experience with QuickBooks
<b>Languages</b>	English
<b>Location</b>	Kigali, Rwanda

*This vacancy is reserved for Rwandan nationals.*

## About Laterite

**Laterite is a data, research and analytics firm specialized in complex development challenges.** We work with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies. Our clients include, for example, the World Bank, USAID, TechnoServe, Promundo, the Mastercard Foundation, and several UN agencies.

**We currently have offices in the Netherlands, Rwanda, Ethiopia, Kenya, Uganda, Tanzania, Sierra Leone, and Peru.** The team brings together more than 80 full time local and international staff, as well as 1,000+ enumerators across all countries. We are proud to be a culturally diverse organization, and we welcome applications from groups currently under-represented in our team. Learn more: [www.laterite.com](http://www.laterite.com)

**We work in socio-economic development research projects.** We believe that impact is a long-term endeavour that requires being embedded in the local context. Delivering high-quality research requires building local teams and data collection systems, knowing the country, and establishing close working relationships.

**One of Laterite's key strategic goals is to create a collaborative and rewarding working environment for our staff,** where every team member feels engaged, represented, and heard. Laterite is committed to create opportunities for learning and career development within the team and across our offices.

**Laterite is committed to creating a diverse environment and is proud to be an equal opportunities employer.** All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

## What you will do:

We are looking for a new colleague to join our team in Rwanda. Our new colleague will perform the following responsibilities:

- Perform monthly postings & reconciliations e.g., petty cash, bank, supplier and tax reconciliations using Quick Books
- Manage filing of all contracts, invoices and salary slips and other relevant documents
- Ensure compliance and timely filing of all taxation and other regulatory requirements (PAYE, VAT & WHT, RSSB and RDB)
- Review all field expenses including sitting with enumerators for reconciliation of budget with actual expenses as well preparing a project expense report for each batch of field expenses
- Process payments for any project related expenses and supplier payments
- Ensure controls for certain project-related expenses and increase our cost-efficiency by diversifying and improving our agreements with suppliers
- Liaise with the tax advisors and external auditors to respond to queries, provide documents and seek advice / resolution from them
- Continuous help with immigration processes to assist in expats settlement i.e., work permit, special pass, visas and foreigner's ID card application follow-ups
- Work with the finance team for monitoring cash and bank balances and ensuring adequate balances to meet all payment needs
- Offer support on all admin matters in the office e.g.: procurement of all office needs, manage office equipment and maintain keys for the office
- Oversee support staff e.g.: office cleaner
- Help with logistics for enumerator training, workshops and meetings (booking rooms, catering, hiring furniture, organizing transport, etc)
- Assist with the management of Petty Cash for the office
- Perform other tasks/duties as assigned

### **What you will bring:**

- BA Degree in BA Degree in Business Management, Economics, Accounting, or related field
- Minimum 3 years of relevant professional experience
- Excellent spoken and written English communication skills
- Excellent knowledge of office management, visa and work permit processes, local taxes, accounting and book-keeping.
- Proficiency in QuickBooks and MS Office especially Excel
- Must be Rwandan national

### **What's in it for you?**

Laterite offers a competitive remuneration package, including medical insurance and 21 days of annual leave. We are also committed to supporting our staff's learning, providing an annual learning budget of up to \$500 per person and 5 days of time off for professional learning each year. We also provide remote work options in accordance with Laterite's remote work policy.

The salary for this position ranges from Rwf 695,000 to Rwf 875,000 gross per month. The exact salary grade will be determined based on the selected candidate's experience and performance in interviews. Salaries are pegged against the pay matrix. There is ample opportunity for growth both in terms of salary scales and roles. Promotions at Laterite are reviewed during our performance evaluation.

## **What next?**

### **1). Online assessment**

The first step is to complete a 30-minute online assessment for which no special preparation is needed.

**Link to the assessment:** <https://form.jotform.com/241772562644562>

### **2). Submit application**

Successful candidates will then be invited to upload their CV and cover letter via our online application system.

### **3). Interviews**

Successful candidates will then be invited to a first interview. The interview stage will consist of two rounds of interviews.

### **Deadline**

Interested candidates must apply by **July 20, 2024**.