

RWANDA NATIONAL UNION OF THE DEAF (RNUD)



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Vacancy title: Finance Assistant

Type: FULL TIME

Industry: Nonprofit, and NGO

Category: Accounting, Finance and Business Administration

Jobs at: Rwanda National Union of the Deaf (RNUD)

Deadline of this Job application: Friday, December 27, 2024

Duty Station: Kagarama, Kicukiro, City of Kigali, Rwanda

Terms of reference for Recruitment of a full-time Finance Assistant

Rwanda National Union of the Deaf (RNUD) would like to recruit qualified, experienced, and competent Candidate to fill the post of **Finance Assistant**.

I. BACKGROUND

RNUD is a National Non-Governmental Organization that aims at promoting human rights of the Deaf Persons, advocate for accessible quality services and building the capacity of the Deaf persons in Rwanda. The Finance Assistant will provide support in general bookkeeping and accounting functions within the organization. This role requires proficiency in handling with all administrative tasks associated with a finance department. He/she will be responsible for overseeing and keeping appropriate documentation on payroll, prepaying different payments, bank transfers, invoices. As this is supporting role, the Financial Assistant may also be asked to assist with various other tasks within the finance department as needed.

II. MAIN PURPOSE AND SCOPE JOB SUMMARY.

The Finance Assistant will report directly to the Finance Manager (FM). The role involves key responsibilities such as data entry, processing transactions in Accounts Payable, General Ledger and Accounts Receivable, reconciling Bank Accounts entries and the official Receipts booklet, and compiling vendors' tax files for payment. Additionally, the incumbent will ensure that all transactions and supporting documents are accurate, complete and properly filed in organization documentation.

III. DUTIES AND RESPONSIBILITIES

1. Financial Management

- **Financial records:** Maintaining and updating accurate financial records and databases;

- **Financial statements:** Preparing financial statements, balance sheets, income statements, and tax returns;
- **Accounts:** Managing accounts payable, accounts receivable, and payroll;
- **Invoices:** Creating, sending, receiving and following up on invoices from different service providers;
- **Reports:** Collecting data for reports for all RNUD Projects;
- Monthly Bank reconciliation for RNUD accounts;
- **Budgeting:** Supporting budget planning and tracking expenses for all RNUD Projects;
- **Tax preparation:** Assisting with tax preparation, filing, and other compliance activities;
- **Financial audits:** Contributing to financial audits by providing necessary information and documentation;
- **Administrative tasks:** Performing administrative tasks, such as setting up appointments and taking notes in financial meetings;
- Maintaining finance filing system;
- Ensures all documents are complete, with the appropriate supporting documents, reviewed and approved before processing for payment;
- **Financial policies and procedures:** Engaging in the continuous improvement of financial policies and procedures;

Finance assistants should have detailed and accurate working, high written and verbal communication skills, excellent personal organization, and good accurate keyboard skills.

2. Time Sheets Database

- Collects all timesheets.
- Maintains the database of collected timesheets.
- Any other duties that may be assigned by the superior.

IV. MINIMUM REQUIREMENTS

- Rwandan by nationality;
- Bachelor's degree in Accounting, Finance and Business Administration or any other related field with at least 4 years of experience in Finance Field,
- Excellent report skills and competencies in computer literacy, especially proficiency in Excel, Word, Power Point, Outlook, ...

V. DESIRED QUALIFICATIONS (Asset to have)

- Previous work experience within a NGO.
- Proficiency in Kinyarwanda and English
- Knowledge of Quick Book or other Accounting software

- Knowing Sign Language will be an added value.

VI. COMPETENCIES/PERSONAL ATTRIBUTES

- Ability to work well under pressure
- Ability to work independently under minimum supervision.
- Ability to multitask and work within deadlines.
- Good analytical skill.

Employment Start Date: January 2025.

VII. HOW TO APPLY

All interested candidates are invited to submit their applications, including:

- a) A motivation letter, that reflects your reasons for wanting to become part of Rwanda National Union of the Deaf (RNUD),
- b) A detailed and updated CV,
- c) The Names and Contact address (with telephone & Emails) of 3 referees,
- d) Copies of notified degrees and other supporting documents.

Applications in PDF format should be sent by email to infnud2010@rnud.org or drop it at RNUD office located in Kicukiro District, Kagarama Sector. The deadline for submitting applications is **Friday, 27th December, 2024 at 5:00 pm.**

Please note that late applications will not be accepted. For inquiries please contact: **+250782084817**

Persons with disabilities and Women candidates with the above profile are strongly encouraged to apply. Within a period of 5 days from the deadline, only shortlisted candidates will be contacted for written exams and interviews.

RNUD is committed to equal opportunities and diversity in its workforce. We do not discriminate on the basis of gender, origin, age, religion, sexual orientation, disability status or any other factor other than competence.

RNUD never requests money to be part of any recruitment process.

Done at Kigali, on 17th December, 2024

Allan MUTABAZI
RNUD Executive Director

