



JOB VACANCY – ACCOUNTANT

BACKGROUND

The Sustainable Development Goals Center for Africa (The SDGC/A) is an autonomous non-profit international organization headquartered in Kigali, Rwanda. The SDGC/A was opened in July 2016 with the mission to support governments, civil society, businesses and academic institutions to accelerate progress towards the Sustainable Development Goals (SDGs). For more information about The SDGC/A, visit www.sdgcafrica.org

The SDGC/A intends to recruit an Accountant to work with for The Center and partners in realizing the SDGs Agenda across Africa.

<i>Job Title</i>	Accountant
<i>Supervisor</i>	Director of Corporate Services
<i>Contract</i>	National Recruited Staff Service Contract
<i>Category</i>	National Staff
<i>Duration</i>	Initial appointment of one year subject to renewal and extension
<i>Location</i>	SDGC/A Headquarters, Kigali – Rwanda
<i>Salary</i>	Competitive package based on qualification and experience
<i>Closing Date</i>	Friday, October 27, 2017 (4:00PM, Kigali time)

JOB PURPOSE

The Accountant will manage and administer functions of accounting including financial reporting, financial controls, payments, treasury and budget.

RESPONSIBILITIES

Financial Controls and Reporting

- Manage accounting activities and schedule to meet the financial reporting requirements and deadlines specified by the Management and Donors.
- Prepare financial statements in compliance with International Financial Reporting Standards.
- Ensure that financial transactions are in compliance with SDGC/A policies and procedures and with applicable funding source requirements.
- Monitor financial activities and advise the Director of Corporate Services of situations which may have adverse effect on compliance with policies and procedures.
- Contribute to continuous improvement of internal controls environment including policies, systems and procedures.
- Identify requirements for and develop reporting formats to aid in the management of operations and grant expenditures.
- Perform a monthly basis balance sheet reconciliations are completed on a timely basis and ensure that those final reconciliations and balances are reviewed with the Director of Corporate Services.
- Prepare donor financial reports in respect to accounting and contractual requirements and ensure the review of such reports by the Director of Corporate Services prior to submission.
- Prepare documents required by the auditors, facilitate audit work, liaise with auditors, and initiate actions necessary to address timely issues raised by the auditors.
- Oversee the internal controls for protection of the SDGC/A assets (cash, inventory, fixed assets) through the enforcement of internal control policies and procedures.
- Ensures compliance with tax and pension regulations; as well as other applicable laws and regulations related to financial matters.
- Oversee training and technical support to program and corporate services staff for skills improvement in the areas of compliance with policies and procedures.

Treasury

- Supervise bank relations and bank account activities including negotiation of fees, interests and currency exchange rates in compliance with SDGC/A policies and procedures.
- Oversee the timely preparation, review and approval of all monthly bank account and cash reconciliations.

- Prepare payments and monitor cash balances.
- Ensure compliance with policies and procedures on advance payments.
- Design and implement systems necessary to maintain on current basis accurate forecasts of cash requirements for meeting payables, commitments and cash investments.
- Ensure that cash requests are submitted timely to donors and appropriate cash balances timely and maintained to facilitate implementation of restricted grants.
- Minimize the SDGC/A's foreign exchange exposure to currency losses.
- Prepare and follow up the submission of monthly the tax refund applications.
- Supervise and follow up on the collection of contractual and other receivables.

Budget

- Support the process of preparation and revision of budgets and grant proposals.
- Provide to Management and facilitate the review of the monthly budget against actual expenditure reports and analysis for all restricted and unrestricted funds.
- Monitor the allocation of indirect costs recovery to grant budgets in compliance with donor requirements and SDGC/A policies and procedures.
- Prepares the annual and monthly cash forecasts based on approved budgets and funding.

REQUIRED QUALIFICATION & SKILLS

Experience

- Minimum of five years' experience in managing accounting functions and financial reporting.
- Extensive experience in preparation of financial statements in compliance with International Financial Reporting Standards.
- Extensive experience in working with computerized accounting systems, spreadsheets and database programs.

Education

- A minimum of Bachelor Degree in Accounting, Business Administration, Commerce or Finance.
- A recognized professional certificate in accounting such as CPA or ACCA.

Other Skills and Abilities

- Must have good written and verbal skills in the English language.
- Must be able to identify and communicate potential problems and propose solutions.
- Must be able to set appropriate priorities and deal effectively with numerous simultaneous tasks.
- Ability to carry out responsibilities independently with minimal technical support from within the program organization.
- Must be a good communicator to support other staff.
- Good at role of facilitator and team player in solving problems.

HOW TO APPLY

Interested candidates meeting requirements should send their applications following given guidelines. All documents in an application package should be only in pdf format with the following:

1. Application letter in English (with telephone number)
2. Curriculum Vitae in English with contacts of at least 3 work related referees or line managers.
3. Copies of academic degree and CPA or ACCA professional certificates.

Applications should be emailed to: recruitment@sdgcafrica.org

Application deadline is: **Friday, 27th October 2017 at 4:00 PM.**

REMARKS

- **Only shortlisted candidates meeting requirements of this position will be contacted.**
- **All applications that will not follow application instructions will be rejected immediately.**
- **No hard copy will be accepted, all application should be done by e-mail.**