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|  | TITLE: | Accountant | POSITION #: | RW-NR21-002 |
| | LOCATION: | Kigali, Rwanda | RECRUITMENT TYPE: | National |

POSITION SUMMARY

AKADEMIYA2063 (A2063) was established to continue and expand the portfolio of policy research and capacity-strengthening support for implementing the Comprehensive Africa Agriculture Development Program (CAADP). AKADEMIYA2063 overall mission is to provide data, policy analysis, and capacity-strengthening support that enables African Union member states to achieve inclusive and sustainable development and economic prosperity. AKADEMIYA2063's programs portfolio consists of The Regional Strategic Analysis and Knowledge Support Systems (ReSAKSS), the African Growth and Development Policy (AGRODEP) Modeling Consortium, and the Malabo Montpellier Panel (MaMo Panel).

AKADEMIYA2063 seeks a qualified candidate to serve as an Accountant in its Department of Finance & Administration. The Accountant will work closely with the Director of Finance and Administration to ensure that the below key tasks and responsibilities are carried out to the highest possible standard. This is a one-year, renewable appointment based at AKADEMIYA2063's headquarters in Kigali, Rwanda. **Interested applicants must have the proper authorization to work in Rwanda.**

DUTIES & RESPONSIBILITIES

Under the direct supervision of the Director of Finance & Administration and in close collaboration with other key staff, the Accountant will:

1. Assist the DFA in ensuring that systems are implemented to facilitate effective financial transactions, recording, posting and timely reporting to management, government, donors and other stakeholders.
2. Consolidate data from various locations, capture into the financial system and prepare monthly management accounts and donor reports
3. Ensure all supplementary schedules to management accounts are promptly and accurately prepared.
4. Ensure funds are disburse against approved payment requests, issue cheques and/or input data into the bank payment platform
5. On a monthly basis follow up on outstanding debtors and creditors and notify the DFA of the need for any remedial actions.
6. Prepare annual operating budgets and donor budgets for review by DFA
7. Update the audit control file with monthly allocation figures and any other information necessary on a monthly basis.
8. Support the preparation of year-end financial statements, arrange and support timely completion of year-end audit.
9. Work with the HR to ensure that timesheets are correctly prepared and authorised and support the payroll and postings to the accounts package.
10. Report to DFA any tax claimed but not received and ensure other recoverable under donor guidelines are correctly processed, monitored and recorded properly.
11. Ensure all Statutory payments are processed accurately, paid on time such that fines are avoided

12. Facilitate Audits – internal, external, donor etc
13. Support the opening of bank accounts and ensuring that all A2063 financial procedures are complied with and reported promptly
14. Ensure Fixed asset register is duly updated, checks are appropriately done, and all supportive schedules are provided
15. Prepare bank reconciliations for review by DFA
16. Other tasks and responsibilities as directed by immediate supervisor or senior management

EDUCATION & TRAINING

- Bachelor’s degree in Accounting, Finance, Business Administration or related field
- Accounting qualification (i.e., CPA, ACCA or equivalent)
- At least 4 years of related work experience
- Good knowledge of fund accounting including reporting requirements of major Bi-lateral and Multi-lateral Aid agencies and Foundations (USAID, BMGF, FCDO, etc...)
- Solid skills in QuickBooks
- Knowledge in local government policies and statutory requirement

SKILLS & ABILITIES

- Highly motivated, responsible and organized with great attention to details
- Strong communication and collaboration skills
- Creative problem solver and great team player
- Great ability to take initiative and conduct their duties with the highest level of integrity
- Ability to work under pressure and meet strict deadlines and problem solving
- Ability to work with advanced excel, Quick books,
- Ability to interact and work effectively with others at all levels of responsibility
- Experience working in an international setting
- Keeping confidentiality, accountability, excellence, adaptability, innovation, and coaching, facilitating change, developing teams, planning and organizing.

APPLICATION DETAILS

If you are interested in this position, please send your detailed e-mail application: CV and cover letter in English, by **March 31, 2021** to careers@akademiya2063.org . Please include the position title in the subject line.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

This Job Description only serves as a guide for the position available. A2063 reserves the right to change, revise, omit, and add in part / in whole this document

AKADEMIYA2063 is an equal opportunity employer.