



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is a pan-African non-profit research organization with headquarters in Kigali, Rwanda, and a regional office in Dakar, Senegal. Inspired by the ambitions of the African Union's Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence-based systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and improving livelihoods. AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of Agenda 2063 of transforming national economies to boost economic growth and prosperity. Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional, and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas: policy innovation, knowledge systems, capacity creation and deployment, operational support, data management, digital products, and technology, as well as innovative partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Vacancy Number: RW25004
Position Title: Accountant
Department: Finance & Administration
Location: Kigali - Rwanda
Duration: Full Time - Two (2) years renewable appointment

Role Overview

The Accountant is responsible for maintaining accurate financial records, preparing financial statements, and ensuring compliance with accounting standards. The position will handle accounts payable and receivable, support in budgeting and assist in financial audits

Key Responsibilities

- Monitor and reconcile various bank accounts, ensuring meticulous management of all A2063 bank accounts.
- Facilitate and process payments, ensuring the validity of supporting documents, tracking bank and beneficiary interactions, and confirming successful fund transfers.
- Code, post, and reconcile financial transactions within the QuickBooks accounting software, generating precise financial reports to facilitate informed decision-making.
- Facilitate comprehensive internal, external, and project (donor) financial audits, ensuring thorough compliance with audit recommendations.
- Prepare and file monthly tax and statutory returns, including employment taxes, withholding taxes, VAT, and annual corporate income taxes.
- Efficiently manage the entire payroll process, encompassing salary computation, related taxes, fringe benefits, payment processing, and the distribution of pay stubs to all staff members.
- Maintain an updated fixed assets register, accurately recording additions and disposals, while adhering to Asset Management policies and relevant accounting standards within QuickBooks
- Provide essential data, reconciliations, schedules, and auxiliary reports pivotal for creating annual financial statements and quarterly management reports.
- Oversee other finance operations and administrative activities, including the verification of supporting documents from colleagues, maintaining relations with service providers (banks, insurers, regulators), and negotiating forex rates and deals.
- Interpret and implement tax laws and other statutory regulations, ensuring compliance at all times.
- Collaborate with other approving parties to determine payment and purchase priorities, timing, and eligibility.

Qualifications

Education & Experience

- Bachelor's degree in commerce and accounting, business management, or equivalent
- Full ACCA or CPA, or other equivalent diploma or certifications
- Minimum 3 years' experience in accounting
- Financial analysis and reporting skills
- Demonstrate familiarity and competence in International Financial Reporting Standards (IFRS)
- Advanced understanding of accounting software and Enterprise Resource Planning (ERP) systems, integral for precise financial management. Experience with QuickBooks accounting software will be an added advantage.
- Membership in a professional accounting body will be an added advantage.

Personal Attributes

- *Professionalism*- Independently carrying out one's work in accordance with professional standards of one's profession. Developing oneself in one's professional field. Having thorough knowledge of one's field.
- *Problem Analysis* - The ability to detect problems, recognize important information, and link various data; to trace potential causes and look for relevant details.
- *Learning* - The ability to absorb new information readily and to put it into practice effectively.
- *Attention to Detail* - The ability to process detailed information effectively and consistently

- *Focus on Quality*-Setting high-quality standards and striving for continuous improvement and quality assurance
- *Integrity*-Adherence to the standards, values, and rules of conduct associated with one's position and the culture in which one operates. Being incorruptible.
- *Result- Orientedness*- The ability to take direct action to attain or exceed objectives.

Submission of Applications

If you are interested in this position, please click this [link](#) to submit your detailed application, including your CV and cover letter written in English, by October 9, 2025.

Additional Considerations

- Only applications received by the deadline will be considered.
- We appreciate the interest of all applicants. However, due to the high volume of applications, only shortlisted candidates will be contacted.
- This job description is intended as a general guide to the position. AKADEMIYA2063 reserves the right to revise, update, or omit parts of this document as needed.
- Qualified female candidates are strongly encouraged to apply.
- AKADEMIYA2063 is an equal opportunity employer and values diversity in its workforce.