

REPUBLIC OF RWANDA



SUPREME COURT
P.O Box 2197

KIGALI

JOB RE - ADVERTISEMENT

The Supreme Court is re-advertising the Position of an Accountant in its SPIU on Contractual Basis

INSTITUTION	SUPREME COURT
Department	SPIU
Job Title	Accountant
Job Classification Level and Grade	Contractual
Number	1
Supervised by/Reporting to (Title):	SPIU Coordinator
Responsible for/Key Responsibilities (Job Description):	
<i>Functions</i>	<i>Tasks</i>
Scope of Work	In general, the tasks to be undertaken by the Accountant should cover the complete payment cycle applicable to the IFMIS system.
Specific tasks:	<ul style="list-style-type: none">• Record bank operations and establish a monthly balance;• Proper recording of financial operations in the General Ledger;• Prepare a monthly bank reconciliation statement;• Keep records of revenue and expenditures of the Institution;• Participate in the budgeting process and Keep all accounting documents;• Prepare and consolidate periodic financial reports in accordance with the financial regulations;

	<ul style="list-style-type: none"> • Prepare monthly accounting management information for use in budgetary control measures; • Carry out data entry exercise in the budget master and prepare cash flow plans under the supervision of the Direct of Finance; • Prepare and Pay invoices of different suppliers; • Prepare and pay salaries of SPIU consultants and contractual personnel; • Prepare and Pay mission allowance of SPIU Personnel; • Pay periderm allowances for SPIU personnel and NPPA GFTU staff; • Prepare Monthly, Quarterly, semester or Annual Financial Reports to MINECOFIN and Donors; • Facilitate the project audit activities; • Declare different taxes to RRA (TVA, TPR, Withholding taxes); • Declare RAMA and CSR to RSSB; • Prepare budget and Monitor budget execution • Prepare cash flow and Monitor the execution of cash flow • Perform any other duties as assigned by the SPIU Coordinator of Supreme Court
Qualifications	<p>Qualifications:</p> <ul style="list-style-type: none"> • A bachelors' Degree in Accounting, Finance, Management with specialization in Finance/Accounting plus Level II Professional Qualification recognized by IFAC • Qualified CPA, ACCA or equivalent is an added advantage
Experience	<p>Experience:</p> <ul style="list-style-type: none"> • At least 2 years of experience in accounting in an Institution of the Government of Rwanda; • Strong skills in financial software (SMART IFMS)

Interested and qualified candidates are requested to apply online through the e-recruitment system available on website www.mifotra.gov.rw, Not Later than Tuesday the 10th November, 2020.

Done at Kigali on 2nd October 2020

Ms. MURORA Beth

Secretary General