

Accounts Officer (Finance Support & Internal Controls)

Kigali, Rwanda

Job Purpose

The Accounts Officer supports the finance function in managing day-to-day accounting operations and strengthening the internal control framework. This includes accurate posting of banking transactions, reconciliations, creditor and debtor management, procurement liaison, tax documentation, and operational finance logistics. The role ensures financial records are accurate, internal controls are upheld, and the business remains audit- and compliance-ready while enabling smooth interaction with suppliers, regulators, and internal teams.

Key Responsibilities

Banking & Treasury

- Record all banking transactions accurately in the ERP (BuildSmart).
- Prepare and complete monthly bank reconciliation statements.
- Track and report the source of funds for each payment (loan funds vs. internal funds).
- Ensure segregation of duties by preparing reconciliations and supporting documentation for independent review and approval.

Accounts Receivable & Invoicing

- Prepare invoices for services rendered (e.g., Fortis Green Construction and other group companies).
- Maintain sequential invoice numbering and proper filing for audit trail purposes.
- Follow up on receivables in coordination with relevant departments and ensure timely collection.
- Support credit control by flagging overdue balances in line with policy.

Accounts Payable & Creditor Reconciliation

- Reconcile supplier/creditor accounts by matching invoices received with payments made.
- Ensure supplier invoices are properly captured, matched to payment records, and coded correctly in the ERP.
- Verify supplier invoices against purchase orders and goods received notes to ensure three-way matching before posting.
- Coordinate with procurement to ensure EBM invoices are obtained, filed, and tax-compliant.

Materials Cost Liaison

- Liaise with procurement and construction teams to obtain actual material purchase prices.
- Track and report variances between actual material prices and the Bills of Quantities (BoQ) / procurement plan.
- Prepare periodic variance reports highlighting cost impacts and trends to support management decision-making.
- Provide input into how material price movements affect project budgets, funding, and cash flow forecasts.

Cash & Petty Cash Management

- Coordinate with the admin team for petty cash management and replenishments.
- Review and reconcile petty cash transactions, ensuring compliance with petty cash policy.
- Maintain complete supporting documentation for all cash disbursements, with proper approvals and audit trail.

Financial Records Management

- Maintain financial records, including receipts, invoices, contracts, and supporting schedules, in a secure and well-structured filing system.
- Ensure records are indexed and retrievable for timely audit, tax reviews, and management reporting.
- Support auditors by preparing schedules and ensuring completeness of financial documentation.

Finance Operations & Logistical Support

- Manage day-to-day finance operations logistics, including delivering and collecting documents from suppliers, regulators (e.g., RRA, RSSB), banks, and legal advisors.
- Ensure timely submission and collection of statutory filings, and maintain stamped/acknowledged copies in the company's records.
- Facilitate coordination across departments (procurement, construction, admin) by following up on documents, signatures, and approvals needed for finance processes.
- Act as a liaison with suppliers and service providers to resolve documentation queries and ensure compliance with tax and regulatory requirements.

Internal Controls Support

- Uphold the company's internal control framework through accurate transaction recording, reconciliations, and compliance monitoring.
- Verify supporting documentation for all financial transactions and flag irregularities.
- Ensure adherence to financial policies relating to procurement, payments, receivables, and petty cash.
- Maintain segregation of duties in accounting operations, highlighting control gaps when identified.
- Assist in monitoring compliance with finance policies and procedures, escalating breaches to the Finance Manager.

Qualifications & Skills

- Diploma or Bachelor's degree in Accounting, Finance, or related field.
- Professional qualification (ACCA, CPA – Part qualified) is an added advantage.
- 1–3 years' experience in accounting or finance support roles.
- Familiarity with ERP systems (BuildSmart or similar) and strong proficiency in Microsoft Excel.
- Proficiency in **Kinyarwanda (spoken and written)** for operational interactions with suppliers, regulators, and local stakeholders.
- Working knowledge of English for reporting and external communications.
- Strong analytical skills with the ability to track and report on cost data.
- High attention to detail, strong organizational skills, and proactive communication style.
- Demonstrated understanding of internal controls and the importance of compliance and audit readiness.

Reporting Line

- Reports to: Finance Manager / Corporate Controller
- Works closely with: Procurement team, Construction team, Admin team