



Urunana Development Communication

P.O Box 2774 Kigali- Rwanda

Tel: (+250) 0788 303 349

Tel/Fax: (+250) 0787 186 240

Email: info@urunanadc.org

Web site : www.urunanadc.org

RECRUITMENT OF AN ACCOUNTANT

Recruitment offer, Reference Number: 21/004/UDCPP/2018

TERMS OF REFERENCE

Background

Urunana Development Communication (Urunana DC) is a not-for-profit National NGO which was founded in 2004 and registered in Rwanda under Ministerial order # **138/11 of 26th December 2006**. The Mission of the organization is to contribute to the development and well being of the communities in Rwanda through innovative, creative and interactive communication and social services. Urunana DC implements a Social and Behaviour Change Communication (SBCC) program that largely focuses on public health and other social issues which affect health of the population. The program is mainly funded through projects implemented by Urunana DC in collaboration with her partners. Urunana DC's SBCC program activities include: Production and broadcast of Urunana radio soap opera on Radio Rwanda and Radio Ten weekly, Umuhoza Radio Magazine broadcast on Radio Ten, production of radio spots, radio sketches, Radio serial drama and Community outreach theater shows. The famous Urunana radio soap currently has a listenership estimated above 70% in Rwanda. The Urunana DC's SBCC Program has been running for about 19 years (since 1999).

The SBCC program of Urunana DC implements Communication projects supported by partners who include International organizations, Government institutions, national non-government organizations, and the media houses for the broadcast of radio programs produced by Urunana DC.

Recently, the consortium lead by IntraHealth International, secured funding from USAID to implement a project - *Ingobyi* Activity. The *Ingobyi* Activity is a five year cooperative agreement to improve the quality of Reproductive, Maternal, Newborn and Child Health (RMNCH) and Malaria services, in a sustainable manner with the goal of reducing infant and maternal mortality in Rwanda. The *Ingobyi* Activity will build upon the tremendous gains Rwanda has made in the health sector as well as previous USAID investments in the health sector. Urunana Development Communication (Urunana DC) is one of the consortium members and will implement social and behaviour change communication activities towards improving Reproductive, maternal, neonatal and child health in Rwanda.

It is in this regard that Urunana DC wishes to recruit a well qualified and experienced person for the position of Accountant. The successful candidate for this position will be responsible for managing the project funds in the capacity of Accountant.

Title: Accountant (*1 position*)

Reports to: The Finance and Human Resource Manager

Work station: Kigali, Rwanda

Duration of Contract: One year, renewable based on performance

Tasks and responsibilities:

- i) To ensure transparent financial management of the project funds;
- ii) Prepare financial requests and reports to be submitted to financing agencies/donor on time as stipulated in the partnership agreement between Urunana DC and the agencies concerned
- iii) Prepare payments and purchase orders whenever necessary;
- iv) Make daily entries into quick books, all data on financial transaction made;
- v) Alert the technical team, the F&HRM and the MD about the progress of the burn rate for the project funds, monthly;
- vi) Ensure that financial project documents are complete and properly filled;
- vii) Prepare well in advance for and participate in financial audit exercises (internal and external) of the organization;
- viii) Any other reasonable task as requested by the F&HRM.

Specific responsibilities

- i) Prepare financial reports and submit to F&HRM for review, respecting the deadlines agreed upon internally and as per the contractual obligations with the funding partner;

- ii) Verify all documents in accordance with the procedure manual and other procurement regulations before payment either in cash or by check;
- iii) Be knowledgeable about and follow strictly procurement procedures as per the partnership agreement and Urunana DC procurement policies in place;
- iv) Supervise petty cash management (support supervision on best management practices as per the policy, spot checks e.t.c)

- v) Verify payment requests against existing budget lines for programmatic activities;
- vi) Prepare payment vouchers appropriately in accordance with existing financial guidelines;
- vii) Prepare purchase orders as per approved financial transactions;
- viii) Monitor the project bank account to avoid issuing empty checks;

- ix) Monitor money spent against the budget on a regular basis and report to management regularly;
- x) Ensure budget lines are utilized as planned
- xi) Enter daily all financial transactions into Quick books (The accounting software used at Urunana DC);

- xii) Collect and file all financial justification documents
- xiii) Ensure that genuine financial documents are collected and filled
- xiv) Ensure that project check books are secure at all times in a safe;

- xv) Arrange all documents relating to all financial transactions of the project properly with respect to the set ToR/audit requirements

Required Qualifications and skills

- Be Rwandan
- Have at least bachelor's degree in Accounting or higher from a recognized University institution with at least five (5) years of proven professional experience in accounting from public institution or non-government organization;
- A post graduate qualification in accounting or possession of ACCA qualifications, constitutes an added advantage;
- Proven knowledge and experience in using QUICK BOOKS accounting software for at least three years;
- Prior experience in provision of accounting services for USAID funded projects e.g working as an accountant in international organization which implements USAID funded projects;
- Knowledge of USAID funding rules and regulations e.g with proof of having attended trainings provided by specialized institutions such as InsideNGO;

- Must have very good knowledge of English (both written and spoken) and Kinyarwanda;
- Must be very comfortable in using computer applications particularly word processing, excel and financial accounting software;
- Experience of explaining variances and dealing with any queries.
- Proven experience of being proactive by identifying areas of concern or areas for improvement
- Should be a good team player;
- Other important skills required include: Good communication skills, budgeting and very good financial reporting skills

Application requirements

- Cover letter addressed to: **The Managing Director, Urunana Development Communication, P.O Box 2774, Kigali Rwanda**
- A resume
- Contact address of three referees (2 Professional and 1 academic referee)
Copies of relevant academic certificates
- Copy of National Identity Card

Deadline for application

Applications should be submitted to Urunana Development Communication offices (Reception desk), located at Kimironko opposite Engen petrol station at plot No. 628 along **KG 17^{AV}** **NOT later than 24th September 2018 at 3:00 pm Kigali Time**. For any clarification you can send an email to the following e-mail addresses: info@urunanadc.org not later than the **20th of September 2018 at 4pm prompt**.

NB. 1: Only hand delivered applications will be accepted!

2: Only shortlisted candidates will be invited for interview

Done at Kigali on the 30th August 2018

**MANAGEMENT
URUNANA DEVELOPMENT COMMUNICATION**