



REPUBLIKA Y'U RWANDA
REPUBLIC OF RWANDA



URWEGO RUSHINZWE INTWARI Z'IGIHUGU, IMIDARI N'IMPETA BY'ISHIMWE
CHANCELLERY FOR HEROES, NATIONAL ORDERS AND DECORATIONS OF HONOUR

Kigali 24/08/2017

N° 271/ES/DAF/HR/2017

VACANCY ANNOUNCEMENT

Chancellery for Heroes, National Orders and Decorations of Honour (CHENO) was established by the **Constitution of 2003, revised in 2015 in its article 139 and it is determined by the law n° 13 bis /2009 of 16/06/2009** determining the responsibilities, structure and functioning of the Chancellery for Heroes, National Orders and Decorations of Honor.

CHENO is seeking to recruit a self-motivated and competent person for the position of *the Accountant*.

Job Title	Accountant
Job Classification Level and Grade	5.II
Number of vacant job positions	1
Supervised by/Reporting to (Title):	Director of Administration and Finance
Key Responsibilities (Job Description):	
Functions	Tasks
1. Develop the Chancellery's budget in collaboration with other units.	<ul style="list-style-type: none"> ▪ Participate in the development of Action Plan of the institution; ▪ Prepare the MTEF in collaboration with planner and other units; ▪ Enter MTEF data in smart IFMIS; ▪ Integrate changes in smart IFMIS as agreed in budget consultation meetings; ▪ Share the approved budget with all staff for execution; ▪ Prepare cash flow plan in collaboration with other units ▪ Collaborate closely with MINECOFIN budget focal person.
2. Prepare payments and regular follow up of budget execution for both local and national modes	<ul style="list-style-type: none"> ▪ Receive requests for commitment and payment; ▪ Prepare and follow up quarterly/monthly operational funds;



	<ul style="list-style-type: none"> ▪ Produce purchase order for payment in respect with budget lines; ▪ Follow up the approval of purchase orders and distribute them to suppliers; ▪ Receive invoices and requests for payment ▪ Process payments in smart IFMIS; ▪ Ensure approval of payments and submission to BNR or MINECOFIN; ▪ Follow up timely payments are processed by BNR or MINECOFIN ; ▪ Maintain petty cash for CHENO ▪ Identify budget gaps and propose budget revision.
3. Declare and pay VAT and withholding taxes of CHENO service providers.	<ul style="list-style-type: none"> ▪ Identify CHENO service providers whose VAT and withholding taxes are to be declared and paid; ▪ Fill in the RRA format for both VAT and withholding taxes; ▪ Process online declaration of VAT and withholding taxes through RRA website and print acknowledgement receipts ; ▪ File VAT and withholding taxes declarations.
4. Produce monthly, quarterly and annual financial statements	<ul style="list-style-type: none"> ▪ Prepare bank accounts reconciliation; ▪ Analyze financial statements for consistency ; ▪ Correct errors found in financial statements; ▪ Consolidate the accounting information and fill in the reporting format provided by MINECOFIN; ▪ Follow up the approval of the financial statement report and submit to MINECOFIN in due time.
5. File all financial documents.	<ul style="list-style-type: none"> ▪ Maintain a proper filing system; ▪ Ensure regular filing of financial documents for all payments and petty cash; ▪ Facilitate internal and external audits. ▪ Prepare and submit reports monthly, quarterly and annual reports

Job Profiles

Accounting Professional Qualification recognized by IFAC (ACCA, CPA) or A0 in Finance, Accounting or Management with specialization in Finance /Accounting.

Key Technical Skills & Knowledge required:

- Knowledge of cost analysis techniques
- Knowledge to analyze complex financial information & produce reports
- Deep understanding of financial accounts;
- Planning and organizational skills
- Communication skills




- Strong IT skills, particularly in Financial software (SMART IFMIS)
- Judgement & Decision making skills;
- High analytical skills;
- Interpersonal skills
- Time management skills
- Complex Problem solving
- Flexibility skills
- Fluent in Kinyarwanda, English and /or French; knowledge of all is an advantage.

All Job Applicants must fill and submit an electronic job application form, scan and send his/her original ID or equivalent, copy of degree using online application system: The closing date for submission of application is on 04 / 07 / 2017. No late application will be accepted.

N.B: Application via email or hard copy delivery will not be considered.

Done at Kigali on ... 24 / 08 / 2017


NKUSI Déo
Executive Secretary



Cc:

- Minister of Public Service and Labor
- Minister of Sports and Culture
- Executive Secretary/PSC
- Chancellor /CHENO