



Kigali, **29 FEB 2024**.....

N° 11.07.023/ **315**..... /24/MD-EDCL/ FG/RJG/at

**JOB ADVERTISEMENT**

The World Bank (WB) has signed the Financing Agreement with the Republic of Rwanda to implement the “**Energy Access and Quality Improvement Project (EAQIP)**”. In the above context, Energy Development Corporation Limited (EDCL) a subsidiary of Rwanda Energy Group (REG) as the key implementer of the Project Agreement linked to the above Financing Agreement, seeks to recruit qualified and competent staff for the following positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	<b>Chief Accountant/RUEAP (2)/Re-Advert</b>	<p><b><u>Key roles/responsibilities</u></b></p> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>▪ Working in liaison with the Technical Unit to ensure that project budgets are prepared and approved in line with the project plans.</li> <li>▪ Ensure that the budget is well aligned with the approved procurement plan which draws from the project plan.</li> <li>▪ Provide regular guidance to the operations and technical team on budget performances for their relevant programme activities.</li> <li>▪ Prepare monthly and quarterly reports on budget performance highlighting any adverse variances and proposals for recovery for the review of the Senior Financial Management Specialist.</li> </ul> <p><b>Cash Management</b></p> <ul style="list-style-type: none"> <li>▪ Review all payables’ documents for completeness, validity and accuracy before preparing payments for suppliers and service providers.</li> <li>▪ Effective liaison with the banks to ensure that bank accounts have enough liquidity to meet the programme commitments as and when they fall due.</li> <li>▪ Prepare periodic liquidity forecasts to ensure that the programme has adequate cash resources to meet all the projects obligations smoothly.</li> <li>▪ Ensure that all transactions are processed in accordance to the Company’s approved procedures and Development Partners’ guidelines and procedures.</li> <li>▪ Prepare withdraw and replenishment requirements in consultation with the Senior Financial Management Specialist.</li> </ul>

- Ensure that relevant, accurate and complete financial records are being kept rendering effective accountability for all processed transactions.
- Ensure that the accounting system is posted accurately with all the transactions being made in the projects.
- Ensure that all computations and payments regarding statutory compliance like PAYE, WHT, VAT, RSSB etc are being made accurately and promptly to avoid penalties and related fines.
- Maintain accurately the petty cash float and ensure the expenditures are made for allowed purposes as stipulated in the Financial manual.
- Prepare monthly bank reconciliation statements and bring any material variances to the attention of the Director of Finance for follow-up and action.

#### **Financial Reporting**

- Prepare monthly and quarterly budget and expenditure reports to the Senior Financial Management Specialist's approval.
- Contribute to the preparation of the Annual Work Plan and Budget for the program providing all the subsidiary reports, and supporting information as may be required.
- Contribute to the preparation of the Annual Financial Report for audit purposes and other external reporting requirements like Minecofin and Development Partners.
- Support effectively the external and internal audit mission by providing the requested information.
- Perform other duties as may be assigned by the Director of Finance and Coordinator from time to time in the furtherance of the program/project development objectives.

#### **Qualifications and experience:**

Bachelor's degree in accounting, finance, commerce, business administration, or any other related field with a minimum of three (3) years in an accounting and/or finance-related role.

and/or;

Master's degree in accounting, finance, commerce, business administration, or any other related field with a minimum of two (2) years in an accounting and/or finance-related role.

**P.S.:** Having experience in projects and/or donor-funded programs is an added advantage.

## MODE OF APPLICATION

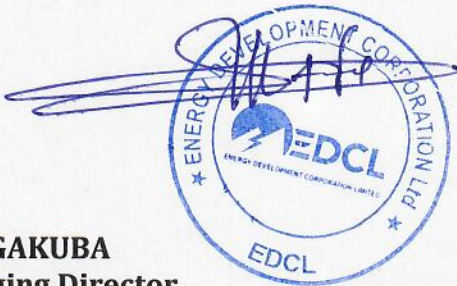
1. A duly signed application letter addressed to the Managing Director of Energy Development Corporation Limited (EDCL).
2. Updated detailed curriculum vitae.
3. Copies of both academic and professional certificates.
4. Proof of related experience/valid work certificates.
5. Names and addresses of at least three (3) referees.
6. Copy of Identity Card.

The above-required documents should be submitted electronically to the following e-mail: [edclhumanresources@edcl.reg.rw](mailto:edclhumanresources@edcl.reg.rw) not later than ...20... / ...03... /2024 latest **05:00 P.M.**

### Note:

1. Please note that submission of **valid** and acceptable **proof of experience/work certificates** attached to your job application letter to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a **MUST** for pre-selection.
2. Your job application and its attachments **MUST** be scanned as **ONE single PDF document** for easy download & analysis of applications.
3. **ONLY online applications** will be received on the above-mentioned **email**. No hardcopy applications will be received.
4. REG is an equal-opportunity employer. As part of our company's Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly **encourage female candidates** to apply. Special consideration will be given to qualified female candidates.

Done at Kigali on ...29... / ...02... /2024



**Felix GAKUBA**  
Managing Director