

## Advertisement for “Ejo Heza” Long Term Saving Scheme Accountant

### About Access to Finance Rwanda

Access to Finance Rwanda (AFR) is a Rwandan Not for Profit Organization, established in March 2010 by the governments of Rwanda and the United Kingdom (UK) and is currently funded by the UK Department for International Development (DFID), MasterCard Foundation, USAID and Sweden. Guided by the Making Markets Work for the Poor (M4P) approach, AFR’s strategic focus is to stimulate financial sector development and address constraints that prevent the financial market from reaching Rwanda’s low-income population (for more details visit our website: [www.afr.rw](http://www.afr.rw)).

### About the Ejo Heza Long term Savings Scheme) Project

Barely 0.5 million salaried private and public sector workers, who form less than 6 percent of the Rwandan workforce, are saving with the Rwanda Social Security Board (RSSB) for their retirement. The remaining majority workforce, including those in the agricultural sector, workers in small and micro enterprises, daily wage earners, domestic help, self-employed professionals and other informal sector non-salaried workers more generally are excluded from the Rwanda Social Security Board (RSSB) pension program and hence face a significant risk of old age poverty.

In collaboration with Access to Finance Rwanda, the Government of Rwanda launched a new, universal pension scheme for all Rwandan citizens “Ejo Heza Long Term Saving Scheme”. Through the Scheme, the Government aims to provide each Rwandan citizen an equal right and opportunity to accumulate savings for his or her own old age in order to achieve a financially secure and dignified retirement.

Ejo Heza Long term Savings Scheme is currently administered by RSSB and it works with a diverse range of intermediaries spread across all Districts of Rwanda such as bank branches and agents, Umurenge SACCOs, MFIs, cooperatives, MNO agents, utility bill payment agencies and IREMBO that support citizens in education, enrolment and subscriptions to the scheme. RSSB is leveraging existing administrative capacity and infrastructure of relevant line ministries (MINALOC, Gender, Youth, etc.) as well as volunteers and community-based networks (including VSLAs set up by NGOs) for sustained, mass-scale awareness of the Ejo Heza Long term Savings Scheme and promoting key concepts of thrift and self-help and cultivating the habit of retirement savings among citizens.

## Scope of Work for the Ejo Heza Long Term Saving Scheme Accountant

Reporting to the Senior Accountant, the Accountant will be responsible for the following key tasks:

Responsibilities	Tasks and Deliverables
<ul style="list-style-type: none"> <li>• Make book entries and monitor all transactions related to Ejo Heza Scheme</li> <li>• Ensure timely reconciliation with service providers (MNOs and Banks) and timely transfers of funds to the custodian</li> <li>• Assist and co-train District Coordinators and Human Resources officers on declaration process</li> <li>• Originate and check all payments to be paid by RSSB and AFR</li> <li>• Collect all staff reports and prepare monthly staff payroll and make a follow up for timely payment</li> <li>• Ensure LTSS Fixed asset register is complete and accurate</li> <li>• Prepare mission allowances and travel clearances to LTSS staff travelling upcountry or abroad.</li> <li>• Assist in the preparation and follow up of LTSS budget.</li> <li>• Do declarations and remittances of MNOs and banks for all transfers to the custodian Bank</li> <li>• Ensure MNOs and bank do transfers to the Custodian Bank as per the contract</li> <li>• Ensure proper filling of all financial documents (for future reference and audit purposes).</li> <li>• Handle all claims (following claim procedure) from subscribers.</li> <li>• Manage office stock</li> <li>• Provide logistical support to all LTSS Staff and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly banks and MNOs reconciliation.</li> <li>• Monthly payroll development not later than 22<sup>nd</sup> of each month.</li> <li>• LTSS fixed asset register and inventory done quarterly and updated in case of disposal or acquisition.</li> <li>• Prompt remittances of all transfers from MNOs and banks.</li> <li>• Monthly stock report</li> <li>• Claims are handled as per the claim procedure manual.</li> <li>• Timely transfers from MNOs and Banks (as per contract with RSSB).</li> <li>• Book keeping of resources utilized.</li> </ul>

## Required Qualifications, competences and Experience

The Accountant should:

- Possess an Accounting degree from a recognized university
- Having full membership of either ACCA or CPA would be an added advantage
- Have at least 5 years of experience in Accounting Systems like Sage, etc.;
- Have at least 3 years' experience in accounting;
- Be familiar with internal control systems;
- Demonstrated technical accounting knowledge and understanding of financial reporting and the Company's business processes.
- Demonstrated project management, prioritization and multi-tasking skills.
- Demonstrated analytical, written and oral communication, organizational, problem-solving and decision-making skills.
- Demonstrated skills in interpreting accounting, financial and economic information.
- Excellent interpersonal skills.
- Logical and efficient, with keen attention to details.
- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Experience working in a team-oriented, collaborative environment.