



At I&M Bank Rwanda, we strive to be the employer of choice, prioritizing employee development and satisfaction. Our commitment to diversity and professionalism is fostered through exceptional employee training and a strong code of conduct.

**Position: Project Accountant**

**Division: Corporate Affairs**

**Reports To: Manager, Program & Partnerships**

## REF:

## JOB PURPOSE:

The job holder is responsible for managing and overseeing the financial aspects of a project. This includes ensuring accurate financial tracking, reporting, and compliance. They are crucial in maintaining project budgets, monitoring expenses, and ensuring projects are completed within financial parameters.

## KEY RESPONSIBILITIES FOR THIS ROLE ARE:

- **Budget Monitoring:** Monitor project budgets to ensure financial targets are met.
- **Financial Reporting:** Track project expenses and revenues, providing regular financial reports.
- **Cost Analysis:** Prepare and review project cost reports, forecasts, and variance analyses.
- **Audit Support:** Assist in preparing audit documentation and participate in project audits.
- **Compliance:** Ensure compliance with accounting policies, procedures, and internal controls.
- **Budget Development:** Collaborate with project managers and teams to develop project budgets and financial plans.
- **Ad-hoc Analysis:** Prepare ad-hoc financial analyses as requested by stakeholders.
- **Data Management:** Ensure accurate and timely data entry and record keeping.
- **Additional Duties:** Perform any other duties assigned by the line manager.

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- **Education:** Bachelor's degree in accounting, Finance, or a related field. CPA or equivalent certification preferred.
- **Experience:** Minimum of 3-5 years of relevant experience in accounting or finance, ideally in a project-based environment.
- **Technical Skills:** Strong analytical, problem-solving, organizational, communication, and interpersonal skills. Attention to detail, accuracy, ability to manage multiple projects, flexibility, adaptability, and willingness to travel as needed.
- **Soft Skills:** Ability to work effectively in a team, manage multiple tasks, understand project management and evaluation processes, design and implement robust M&E systems, conduct qualitative and quantitative evaluations, maintain a high attention to detail, and work under pressure to meet deadlines.

Interested candidates are required to submit their applications through the following link:

<https://imbank.bamboohr.com/careers/573?source=aWQ9MjU%3D>

no later than **9<sup>th</sup> September 2024 at 5:00 PM.**