



RP CORPORATE Ltd
P.O. BOX 164, Kigali
TEL: 0 788401067
TIN.VAT: 120131459
Kicukiro –City of Kigali

Kigali on: 01 / September /2026

CALL FOR JOB APPLICATION

RP CORPORATE Ltd is a subsidiary entity of **Rwanda Polytechnic**, established as an investment company. The Company is engaged in various sectors of the Rwandan economy, including infrastructure development, construction, mechanical production, agriculture, ICT services, carpentry works, energy solutions, hospitality services, among others.

The Company's mission is to generate income for the self-sustenance of Rwanda Polytechnic by developing high-quality products and services, utilizing existing technologies and improving them through innovative research and development, while considering current and future market needs and ensuring customer satisfaction. Its vision is to create innovative businesses that are accessible to everyone and adaptable to each client's needs.

To achieve its objectives, the Company is seeking to recruit a competent, experienced and qualified Accountant. Interested and qualified candidates are invited to apply by submitting their application documents **in one PDF document**, comprising:

- Application letter;
- Updated Curriculum Vitae (CV);
- Copy of National Identity Card; and
- Copies of relevant academic and professional certificates.

All applications shall be addressed to the **Managing Director of RP CORPORATE Ltd** and submitted through the following email address: rpcltdrecruitment@rp.ac.rw

Applications must be submitted **not later than Sunday, 06 September 2026 at 5:00 PM**. Any application submitted after the deadline will not be considered.

The application documents should be named as follows: **Applied Job Title _Applicant Full Names**

Details of the vacant position are annexed to this call.

Liliane Uwabyaye
Managing Director



Job Title	Responsibilities	Minimum Requirements
Accountant (1)	- Receive and check conformity and accuracy of payments requests; - Process all approved company payments; - Prepare complete, accurate and timely financial reports in accordance with mandatory deadlines; - Participate in Internal and External Audit exercises and assist them in their respective functions; - Ensure a proper filing system for all payments supporting documents; - Prepare bank accounts reconciliation - Make proper adjustment in financial reports if necessary; - Prepare monthly, quarterly and annual financial reports for quality review. - Ensure timely tax declaration. - Follow up the approval of the financial statement report and submit to MD in due time, - Perform any other assigned tasks by her/his supervisors.	- Bachelor's Degree in Accounting, Finance, or Management with a specialization in Finance or Accounting from a recognized institution. - Professional Accounting Qualification recognized by IFAC, such as ACCA or CPA, will be an added advantage. - Familiarity with accounting software, particularly Sage 13–100, will be an added advantage. Key Technical Skills & Knowledge required - Knowledge of cost analysis techniques; - Knowledge to analyses complex financial information & Produce reports; - Deep understanding of financial accounts; - Planning and organizational skills; - Communication skills; - Strong IT skills, particularly in Financial software; - Judgment & Decision Making Skills; - High Analytical Skills; - Team work skills; - Interpersonal skills; - Time management Skills; - Complex Problem solving; - Flexibility Skills;