

RWANDA CONVENTION BUREAU JOB OPPORTUNITY

Organisation Description-About RCB

Rwanda Convention Bureau (RCB) is a private company incorporated under the laws and regulations of the Republic of Rwanda. The company was established in 2016 with a mandate of marketing and promoting Rwanda as a MICE destination, identifying MICE investment Opportunities.

RCB has a firm sales and marketing mandate that has enabled Kigali city and Rwanda maintain 2nd and 3rd position respectively 2 according to the International Congress and Convention Association (ICCA) 2022 report. As a destination Marketing Company, RCB represents the best interests of Rwanda's MICE industry stakeholders and offers free impartial advice, guidance and support to regional and international event planners and buyers, incentive, associations, and convention organizers through every stage. RCB also serves as the coordinator for all Government of Rwanda (GoR) events and ensures positive economic contribution to the economy, delivering international standards.

In light of this, RCB seeks to recruit highly qualified and professional candidates to fill the following positions.

- **Accountant:** The primary role of the incumbent is to receive, approve expenditure requisition forms from user departments, prepare purchase orders, payments to suppliers, record payments in the accounting system, prepare bank account reconciliations among others. The detailed job descriptions and requirements related to the above vacancy can be found on Rwanda Convention Bureau website; www.rcb.rw

Applications and CV's must be sent to recruitment@rcb.rw. The deadline for applications is on the **5th December 2023**. If you don't hear from us in two weeks after the application deadline, please consider your application unsuccessful.

Done at Kigali on the 20th November 2023.

Edward Mugisha
Director of Support Services





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<p>Accountant</p>	<p>Under the direct supervision of Finance Manger, the job holder is responsible for the following:</p> <ul style="list-style-type: none"> ❖ Daily follow-up of RCB banks accounts; ❖ Prepare Purchase orders, payments to suppliers in a timely manner; ❖ Record payments made in the accounting system; ❖ Make all billings to our clients and ensure collections of accounts receivables is done in time; ❖ Manage Petty cash payments, replenishment, and its reconciliation; ❖ Prepare Bank Accounts Reconciliation; ❖ Perform regular reconciliation of balance sheet Accounts; ❖ Declare and file taxes to RRA; ❖ Ensure that all finance documents are properly filed and archived; ❖ Participate in the preparation of weekly, monthly, quarterly, and annual financial reports for Management and Board. ❖ Participate in the preparation of annual action plan and budget; ❖ Work closely with Internal and External Auditors and ensure that audit recommendations are implemented. ❖ And any other duties assigned to you by the Supervisors where necessary. 	<ul style="list-style-type: none"> ❖ Bachelor's Degree in Accounting or Finance. ❖ 5 years of experience or above in the above field. ❖ Possession professional certificates such as ACCA, CPA shall be an added advantage. ❖ Good grasp of accounting rules and treatments, tax and regulatory issues, an ability to work with numbers and a good understanding of how to use Sage 100 accounting software shall be an added advantage.
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