



**Rwanda Green Fund**  
Career Centre Building,  
KG 541 St, Kimihurura  
P.O. Box 4505 Kigali-Rwanda

**Tel:** (+250) 798284113  
**Email:** [info@greenfund.rw](mailto:info@greenfund.rw)  
[www.greenfund.rw](http://www.greenfund.rw)

<b>TITLE</b>	<b>RECRUITMENT OF STAFF TO WORK WITH THE RWANDA GREEN FUND</b>
<b>TYPE OF CONTRACT:</b>	<b>OPEN ENDED CONTRACT</b>
<b>DATE OF ISSUE</b>	<b>12<sup>th</sup> January 2024</b>
<b>DUE DATE</b>	<b>26<sup>th</sup> January 2024</b>

### **Background and context**

Climate change is one of the greatest threats to Rwanda's development. This is why the Government has prioritized the green economy and an economic transformation that is environmentally sustainable and climate resilient. The National Strategy for Transformation identifies environment and climate change as cross-cutting issues and the Green Growth and Climate Resilience Strategy guides the Rwandan economy toward a climate resilient and low carbon development pathway. In 2020, Rwanda committed to an ambitious climate action plan, and Vision 2050 sets the goal for Rwanda to be carbon neutral by the middle of the century.

To finance the Green Growth and Climate Resilience Strategy and Rwanda's green growth ambitions, the Rwanda Green Fund was established.

The Fund is a ground-breaking environment and climate change investment fund that provides targeted financial and technical support to contribute to Rwanda's vision of becoming a carbon neutral and climate-resilient economy.

The Fund has mobilized close to USD 250 million for 46 green investments in sustainable transport, renewable energy, green cities, and biodiversity conservation. As a result of these investments, 176,000 green jobs have been created, 88,000 households have been provided with improved access to off-grid clean energy, 126,000 tons of carbon dioxide equivalent emissions have been avoided and 120,000 people have been supported to cope with the effects of climate change.

The Fund is inviting passionate and competent personnel to join our team. Please find below the job positions and required qualifications and experience. Detailed job descriptions can be also found at <https://greenfund.rw/careers>

### THE JOB OPENING: ACCOUNTANT

<b>Institution</b>	<b>National Fund for Environment (FONERWA).</b>
<b>Job Title:</b>	<b>Accountant</b>
<b>Administrative Unit:</b>	Office of the Chief Finance Officer
<b>Job Level and Grade:</b>	5.11
<b>IV:</b>	500
<b>Index:</b>	1951
<b>Report to:</b>	Corporate Financial Management Specialist
<b>Responsible for:</b>	N/A
<b>Functions</b>	<b>Tasks</b>
<b>Financial Accounting</b>	<ul style="list-style-type: none"> <li>• Prepare indirect payments for both ordinary and development budget by participating in the development of key priorities/Action Plan for the Fund.</li> <li>• Prepare and receive purchase orders and Payment Requisition Vouchers.</li> <li>• Post payment in smart IFMIS through local mode (indirect payments).</li> <li>• Ensure approval of payment and submission to BNR.</li> <li>• Check regularly payments made by BNR.</li> <li>• Strengthen and maintain network with BNR and MINECOFIN focal persons.</li> <li>• Coordinate the Preparation of bank accounts reconciliation statements.</li> <li>• Verify and analyze financial statements for consistency.</li> <li>• Consolidate the accounting information and fill in the reporting format provided by MINECOFIN.</li> <li>• Follow up the approval of the financial statement report before the deadline and ensure that they are submitted to MINECOFIN in due time.</li> <li>• Follow up to ensure accounting coding and budgeting lines are correct: this includes verification of financial reports, expenses and supporting documents.</li> <li>• Keep up to date with developments in the financial management discipline/sector.</li> <li>• Contribute to improvement of internal controls that reduce risks.</li> </ul>
Financial management document	<ul style="list-style-type: none"> <li>• Filing of accounting documents.</li> <li>• Put in place a proper Filing system.</li> <li>• Ensure regular Filing of accounting documents for indirect payments.</li> <li>• Facilitate internal and external audits.</li> <li>• Responsible for transparent and consistent filing of all accounting, banking and cash management documents.</li> <li>• Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following financial guidelines and periodic reports.</li> </ul>



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Governance, Compliance and Risk Management	<ul style="list-style-type: none"><li>• Declare and pay VAT and withholding taxes of the Fund service providers.</li><li>• Identify the Fund service providers whose VAT and withholding taxes are to be declared and paid.</li><li>• Fill in the RRA format for both VAT and withholding taxes.</li><li>• Process online declaration of VAT and withholding taxes through RRA website and print acknowledgement receipts.</li><li>• File monthly VAT and withholding taxes declarations.</li></ul>
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Account receivable and payables management	<ul style="list-style-type: none"> <li>• Prepare, register and keep cheques.</li> <li>• Verify staff payroll for bank transfers at the end of each month.</li> <li>• Ensures all invoices from external parties (contractors, suppliers among others) are paid in due time.</li> <li>• Review and approve payment documents and submit to Director of Finance for approval.</li> <li>• Attend and record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews</li> <li>• Manage petty cash including regular daily cash counts, verification of balance of cash book and cash-on-hand, establishment and signature of cash count statements.</li> </ul>
<b>Job Specifications/Profile</b>	
<b>Relevant Qualifications</b>	
<p>Bachelor's degree in Finance, Accounting, Business administration or Commerce with specialization in finance or accounting.</p> <p>Having a professional qualification e.g. CIA, ACCA, CPA, etc. is an added advantage.</p>	
<b>Required Experience</b>	
At least 2-3 years of relevant working experience in finance, accounting or auditing in a reputable organization.	
<b>Required Competencies</b>	
<ul style="list-style-type: none"> <li>• Clear understanding of the Organic Law on State Finance and Property.</li> <li>• Knowledge of Rwanda's financial management standards and procedures.</li> <li>• Good working knowledge of SMART IFMIS software.</li> <li>• Knowledge of Accounting principles and practices and financial statement and reporting.</li> <li>• Familiar with the MINECOFIN Annual Planning and Budget Call Circular (PBCC) and the data required from user departments in the Fund.</li> <li>• Familiar with internal/ external auditing and the responsibility of the Accountant in this process.</li> </ul>	



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## **APPLICATION PROCEDURE**

To apply, please submit the following documents:

- a) Your completed application form accessible on <http://career.greenfund.rw/career>
- b) Your updated and signed Curriculum Vitae (CV)
- c) Copies of academic certificates
- d) Proven working experience, and
- e) One-page cover letter detailing why you are interested in the position you are applying for.

**Please note that all applicants must apply using our online application system via: <http://career.greenfund.rw/career>**

The deadline for submission of application is **Friday, 26<sup>th</sup> January 2024 at 5:00 PM Local Time**

For more information about the Rwanda Green Fund, kindly visit our website on [https://greenfund.rw/](https://greenfund.rw) and for more enquiries regarding the application, please contact us on [recruitment@greenfund.rw](mailto:recruitment@greenfund.rw)

**Done at Kigali, on 11<sup>th</sup> January 2024**

**Teddy MUGABO MPINGANZIMA**  
**Chief Executive Officer**  
**National Fund for Environment**