



COG

CAREER OPPORTUNITY

-Senior Accountant

*Join the fastest growing bank
in Rwanda, Apply Now*



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www.cogebanque.co.rw



I. ABOUT US

Compagnie Générale de Banque Plc (COGEBANQUE Plc) is a commercial bank that is licensed and regulated by the National Bank of Rwanda (BNR). It was incorporated on July 17, 1999 and currently has 28 branches, over 600 agents and 36 ATMs across the country so far.

Cogebanque Plc is proudly one of the leading indigenous banks with about 97% of its shareholders being Rwandese institutions and businessmen. Cogebanque Plc provides a comprehensive range of products and services targeted at Corporate, SMEs and Retail customers.

Mission

To create, maintain, and enhance shareholder value by providing unrivaled financial solutions to our customer.

Vision

To be a financial center of excellence and a leading provider of innovative financial solutions in Rwanda.

Values

Excellence, Integrity, Innovation, Teamwork, Flexibility, Open Communication, Accountability and Customer orientation.

II. WHAT OPPORTUNITIES DO WE HAVE FOR YOU?

At Cogebanque we believe our Employees are the bridge to achieving our business development goals and creating sustainable social and economic change in our society. We make it our priority to ensure their growth and comfort while working with the Bank.

Apart from organizing frequent trainings, career building sessions and team building workshops for our Employees, we facilitate you to enjoy our wide range of services and products at favorable terms that ultimately could help you achieve your personal goals.

In the view of the above, Cogebanque Plc is looking for inspired innovators, self-driven and highly creative personalities to collaborate with the Bank in taking it to the next level of success. If you feel you have what it takes, we would like to hear from you by applying for the below position/s.

If the position described below speaks to you, send us your application (application and CV) via email at jobvacancies@cogebank.com by or before 27th July 2020 marking the subject as "The Job You Are Applying For". i.e. "**Senior Accountant**".

<i>Job Title and requirements</i>	<i>Job responsibilities</i>
<p>Senior Accountant</p> <p>Grade: Principal Senior Officer</p> <p>Job summary</p> <p>Responsible for reconciliation of internal accounts, preparation of financial statements, and other regulatory reports. The staff will also be actively involved in the coordination of audit activities working in hand with external auditors as well as internal auditors.</p> <p>JOB REQUIREMENT</p> <ul style="list-style-type: none"> • Bachelor's degree in Business, Accounting, Finance, Economics or closely related field • A Professional qualification in ACCA/CPA, CIMA • 2 years' experience in a finance role in a regulated financial institution. • Excellent oral and written communication • Ability to manage relationships and expectations on various levels. • Excellent interpersonal skills. • Good planning and organisation skills. 	<p>Key responsibilities:</p> <p>Reconciliation</p> <ul style="list-style-type: none"> • Reconciliation of different suspense accounts which includes other assets and liabilities. • Reconciliation of receivables and payables accounts • Participate in the reconciliation of master card and visa related transactions. • Follow up with the E-banking and business departments/units to timely complete the reconciliation of ATM transactions. • Reconciliation of inter – branch accounts. • Reconciliation of any other internal accounts. <p>Financial reporting</p> <ul style="list-style-type: none"> • Participate in the preparation of monthly financial statements • Preparation of quarterly financial statements (Statements of; financial position, Comprehensive income, Cash flow and Changes in Equity) • Participate in the preparation of some regulatory reports like Capital Adequacy ratio, Deposit Guarantee fund, Liquidity coverage ratio etc. • Participate in the accounting treatment of different business projects, new products. • Prepare the quarterly and annual audit reports for auditor's review and approval

