



Nyamata, Bugesera District, Rwanda | HAMAGARA 2460 KU BUNTU | info@earthenable.org | www.earthenable.org

Job Title: Rwanda Financial Controller
Company: EarthEnable Rwanda Ltd
Reports to: Global Associate Director of Finance
Location: Kigali, Rwanda with time spent traveling to rural district in Rwanda
Compensation: 1,000,000 - 1,800,000 RWF per month Gross (600,000- 1,200,000 RWF per Month Net)
Time framework: At Least 2 years
How to Apply: Click [Here](#) to Apply

Who We Are

At EarthEnable, we believe that our clients deserve our very best, that work should be fun, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a home that doesn't make you sick means more than living disease free. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building housing products: it means building an organization and building a better future for rural families.

What We Do

EarthEnable is transforming the way people live, by making homes healthier for families across rural Rwanda and Uganda. 62% of Rwandans and Ugandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 96% less carbon emissions. Our earthen floors are composed of natural materials (gravel, clay, sand, and laterite) and sealed using a proprietary drying oil that makes them waterproof, strong, and polished. EarthEnable trains and certifies micro-franchisees who run their own businesses selling and installing the floors in their communities. EarthEnable has already enabled 65,000 people to live on clean, beautiful floors across Rwanda and Uganda, and has big plans to scale across East Africa and beyond in the



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coming years.

About the Role

We are looking for a dynamic and gritty Financial Controller who is excited to build a fast growing and high-impact organization alongside a passionate and hard-working team. The Rwanda Financial Controller will work closely with the Global Associate Director of Finance and Rwanda Managing Director on both a developing and executing Financial strategy in Rwanda. She or he would liaise the finance team to other departments and ensure they get support to help them grow the company through sound financial performance reporting and analytics. We are looking for a leader who can take us to the next level and beyond.

Main responsibilities

Your duties and responsibilities will include, but not be limited to, the following:

Team Leadership

- Management of the finance team in Rwanda
- Supporting and educating new district staff in basic financial processes
- Ensure Rwanda Finance team got regular performance reviews and put the succession plan in place.

Management reports and monthly close process

- Month end close including
 - Balance sheet reconciliations
 - Production of management accounts
 - Variance reporting against budget and prior year
- Production of annual financial statements and management of the audit process
- Overseeing bookkeeping and journal postings for billing, accounts receivable, accounts payable, COGS close and revenue recognition
- Other ad hoc financial analysis projects

Operational and treasury management

- Overseeing the payroll process



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- Treasury, which will include:
 - Overseeing the budgeting process
 - Distributing budgets to budget holders, ensure the district finance officers perform a monthly budgeting process
 - Accurately forecasting the quarterly cash flow for fund disbursement at head office and oversee monthly cash budget for district operations
 - Working closely with the operations team to monitor operational data which impacts the financial results. Gathering insights on this data and making suggestions to improve financial performance
- Monitoring controls and suggesting improvements

Internal control and compliance

- Overseeing the filing process for customer receipts and supplier invoices
- Implementing and executing financial controls and operations policies such payments approval matrix, staff loan policies etc
- Ensure the accuracy, filing, payments of monthly and quarterly taxes (PAYE, RSSB, WHT & VAT) and other regulatory reporting
- Bank and petty cash control

Qualifications:

- 3- 5 years of experience working in finance and accounting with at least 2 years as team leader
- CPA qualified or at least being at an advanced level would be considered.
- Having a bachelor's degree in accounting or finance
- Exceptional Excel modeling and data analysis skills
- Knowledge of Quickbooks online accounting software would be a plus
- Ability to manage multiple work streams and quickly learn new skills
- Strong written and verbal communications skills
- Management experience or desire to learn management skills to upskill fellow employees is a must
- Experience with financial reporting, budgeting is a plus
- Learns on the go, doing important, higher-level work from the start
- Detail-oriented and able to multitask
- Positive attitude, self-starter, entrepreneurial spirit, sense of humor, and willingness



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to learn new things

- Commitment to excellence and outstanding work ethic
- Resourcefulness and creative problem solving
- Strong alignment with EarthEnables values:
 - Take pride in our impact on health. Work passionately to change the way people live
 - Set the bar for customer care. Exceed their expectations every step of the way
 - Work hard and work together to achieve our most ambitious goals and dreams
 - Be resourceful and responsible with money; our impact depends on it
 - Treat everyone with fairness, empathy, and concern with which we expect to be treated
 - Trust each other to have the humility to support and the vulnerability to be supported

Timeline

Applicants should send their CV and cover letter by 25 th July 2022.