



BUILDERS INDUSTRIES LIMITED



+250 784 058 868



Buildersindustriesinfo@gmail.com



G8, Gasabo Freezone, Kigali, Rwanda

Job Title: SENIOR ACCOUNTANT

Department: ACCOUNTING

Reports To: Chief Executive Officer (CEO)

Location: Kigali, Rwanda

Company: Builder's Industries Ltd

1. Company Overview

Builder's Industries Ltd is a diversified enterprise engaged in non-specialized wholesale trade, particularly the wholesale of construction materials, hardware, plumbing and heating equipment and supplies, as well as the manufacture of structural metal products. The company plays a vital role in Rwanda's construction and industrial supply chain, providing high-quality materials and innovative solutions to contractors, hardware retailers, and industrial clients.

2. Job Purpose

The senior accountant is to lead and manage the Company's finance and accounting function by ensuring accurate financial reporting, effective cash flow management, strong internal controls, tax and regulatory compliance, efficient import cost management, inventory control, payroll supervision, and strategic financial planning. The role supports management with timely financial analysis and recommendations, safeguards company assets, supervises finance staff including the cashier, and contributes to profitability, sustainable growth, and sound business decision-making.



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3. KEY ROLES AND RESPONSIBILITIES

A. Financial Strategy and Decision Support

- Support management in developing and implementing the Company's financial strategy, including financing plans and capital requirements.
- Provide financial analysis, reports, and recommendations to support strategic and operational decision-making.
- Act as a key finance advisor to management on cost control, profitability, and business growth matters.

B. Accounting and Financial Management

- Prepare, maintain, and supervise accurate accounting records for all company transactions.
- Ensure proper recording of purchases, sales, expenses, imports, assets, liabilities, and journal entries.
- Prepare monthly, quarterly, and annual financial statements in compliance with IFRS and applicable local regulations.
- Maintain strong accounting systems and internal controls to ensure accuracy and reliability of financial information. □
Manage fixed asset register, depreciation schedules, accruals, and general ledger reconciliations.

C. Cash Flow and Treasury Management

- Prepare and monitor daily, weekly, and monthly cash flow forecasts.
- Ensure sufficient liquidity for operational and strategic needs of the Company.
- Manage working capital, including receivables, payables, supplier balances, and inventory financing.
- Maintain relationships with banks and financial institutions.
- Oversee loans, overdrafts, credit facilities, and other financing arrangements.

D. Import and International Trade Management

- Review, verify, and control all import documentation including proforma invoices, commercial invoices, packing lists, bills of lading, certificates of origin, insurance certificates, and declarations.
- Confirm HS codes, Incoterms, quantities, prices, and currencies before shipment.





- Prepare import cost estimates including FOB/CIF value, freight, insurance, customs duties, VAT, and clearing charges.
- Coordinate with clearing agents, customs authorities, banks, and suppliers to ensure smooth import processes.
- Open and maintain import files with proper references for tracking and audit purposes.

E. Customs, Taxation, and Regulatory Compliance □ Calculate and verify customs duties, VAT, PAYE, RSSB, withholding tax, corporate income tax, and other statutory obligations.

- Ensure timely filing and payment of all taxes and statutory declarations in Rwanda.
- Liaise with RRA, RSSB, RDB, and other authorities when required.
- Ensure compliance with customs laws, tax laws, labor regulations, and other applicable laws.
- Support tax planning initiatives to optimize the Company's tax position legally and efficiently.

F. Payroll Administration

- Supervise payroll preparation including salaries, wages, bonuses, commissions, and deductions.
- Ensure accurate PAYE, RSSB, maternity leave, pension, and other payroll-related declarations.
- Maintain payroll confidentiality and compliance with employment contracts and statutory requirements.

G. Budgeting and Performance Monitoring

- Lead annual budgeting and periodic forecasting processes.
- Monitor actual performance against budgets and investigate variances.
- Prepare budget variance reports with recommendations for corrective actions.
- Establish and track key financial KPIs to measure business performance.

H. Inventory and Cost Control

- Maintain accurate inventory records and valuations.
- Calculate landed cost per shipment, batch, or product.





• Reconcile

physical stock counts with accounting records.

- Analyze inventory movement, slow-moving items, and cost variances.
- Recommend measures to improve cost efficiency and stock controls.

I. Foreign Exchange and Risk Management

- Manage foreign currency transactions and international supplier payments.
- Monitor exchange rate movements and assess impact on costs and profitability.
- Identify financial risks including liquidity risk, credit risk, tax risk, and foreign exchange exposure.
- Recommend and implement risk mitigation strategies.
- Ensure appropriate insurance and financial protection mechanisms are maintained.

J. Reporting and Management Communication □ Prepare and present monthly,

quarterly, and annual reports to management.

- Prepare reports including profit and loss, balance sheet, cash flow, tax summaries, inventory valuation, supplier reconciliations, and import cost analysis.
- Provide accurate and timely financial insights to support decision-making.
- Communicate financial issues, opportunities, and recommendations clearly to senior management.

K. Audit and Internal Controls

- Support internal and external audits by providing schedules, reconciliations, explanations, and documents.
- Maintain complete audit trails for all accounting and import transactions.
- Implement recommendations arising from audits.
- Identify weaknesses in internal controls and recommend improvements.
- Prevent losses, fraud, penalties, and errors through strong controls and timely reporting.





L. Cashier

Supervision and Cash Controls

- Supervise the cashier and ensure proper handling of daily cash transactions.
 - Review cash receipts, payments, and supporting documents for accuracy and authorization.
 - Ensure timely banking of collections and proper custody of petty cash.
 - Perform periodic cash counts and reconciliations.
 - Ensure compliance with company cash handling procedures and internal controls.
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- Provide guidance to the cashier and monitor performance.

M. General Responsibilities

- Ensure confidentiality of all financial information.
- Maintain proper filing of financial and statutory records.
- Supervise junior finance staff where assigned.
- Perform any other finance and accounting duties assigned by management from time to time

4. Software & Tools to Be Used

To ensure efficiency, accuracy, and strong control, the following software and tools will be utilized:

- **Accounting Software:** QuickBooks, Sage, Odoo, or SAP (for inventory, supplier accounts, and landed-cost accounting)
- **Spreadsheet Tools:** Microsoft Excel (import costing models, reconciliations, variance analysis)
- **Customs & Trade Systems:** Customs electronic declaration systems (e.g., national customs platforms)
- **Document Management:** Digital filing systems (Google Drive / OneDrive) for secure document storage and audit trails
 - **Reporting Tools:** Excel dashboards or accounting software reports for management review





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5. Value to the

Company

- Reduced import costs through accurate planning and cost control
- Improved cash-flow forecasting and management
- Accurate, transparent, and compliant financial records
- Faster customs clearance and reduced operational delays
- Better management decisions through reliable reporting and analysis

6. Key Competencies

- Accounting Knowledge
- Financial Analysis
- Attention to Detail
- Technical Proficiency
- Compliance Awareness
- Organizational Skills
- Integrity and Ethics

7. Performance Indicators (KPIs)

- Accuracy of financial records
- Timeliness of reporting
- Accounts reconciliation accuracy □ Budget monitoring and variance reporting □ Audit preparedness.
- Accounts payable/receivable efficiency.
- Quality of financial analysis provided to management



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N.B: Send you CV via email buildersindustrieshr@gmail.com or hr.janet@buildersindustries.rw



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