



JOB DESCRIPTION

POSITION: Financial Accountant

REPORTS TO: Country Directors – Rwanda (primary), Zambia (secondary)

LOCATION: Kigali, Rwanda

PROPOSED STARTING DATE: As soon as possible

About AHN:

Africa Healthcare Network (AHN) is building the first dialysis chain across East Africa, providing high-quality, life-saving dialysis at an affordable cost to both the local patient population and patients from neighboring countries, which do not have centers of their own. AHN brings world-class technical expertise combined with practical operating experience to a region in dire need of quality dialysis treatment. In North America, over 97% of patients requiring treatment for kidney disease receive care; in East Africa, less than 5% receive care. AHN's goal is to increase access to high-quality care at a lower cost to patients, delivered through a sustainable business model. AHN is currently operating in Rwanda, Tanzania, Zambia and Kenya. We currently have 4 dialysis centers in Rwanda and 1 in Zambia.

Job Summary:

The Financial Accountant oversees day-to-day financial management for the clinics, supporting the Country Directors for Rwanda and Zambia through accurate accounting, budgeting, cash flow management, and financial reporting. The role handles accounts payable and receivables, billing, audits, and ensures full compliance with government finance regulations, tax, and statutory, while maintaining strong financial controls. It also provides timely financial reports, KPIs, and insights to support efficient operations and informed decision-making.

Rwanda and Zambia are our smallest markets and the expectation is that the role would spend ~80% of its time on Rwanda and ~20% on Zambia.

Key Responsibilities:

Policies, Procedures, Operations

- Support the Country Directors (Rwanda, Zambia), and finance teams in overseeing the financial management of the various clinics, including monthly cash flow and financial reporting, audits, cash allocations, and budgeting, forecasting, and planning.
- Ensure that billing for all dialysis centers is compliant with the company standards and the standards of our hospital and insurance partners.
- Monitor accounts receivable and actively engage with partners to improve collection timelines and reduce outstanding balances.
- Ensure full compliance with tax and statutory obligations, including the preparation and submission of payroll, pension, and tax filings in accordance with local laws and regulations..
- Continuously review and recommend improvements to financial processes and operational practices to enhance efficiency, strengthen internal controls, and mitigate risks such as fraud and revenue leakage; escalate potential issues to management in a timely manner.
- Oversee payroll management, ensuring policies, processes, and execution align with organizational guidelines and timelines.
- Work with group level Finance staff to design, implement, and optimize financial systems to support payments, cash management, payroll, and overall financial operations, ensuring systems are efficient, automated where possible, data-driven, transparent, and tailored to the local operating environment.

Strategy, Budgeting, Forecasting & Modelling:

- Work with the Country Directors (Rwanda, Zambia) and group level Finance to evaluate the financial impact of strategic initiatives.
- Monitor financial and non-financial key performance indicators and the appropriate reporting to assess financial and operational performance across the Company.
- Support on special country and group level projects e.g. fundraising efforts, proposal, budget and concept note development

Accounting and Financial Reporting:

- Support the management and coordination of the budgeting process and financial forecasting for the business.
- Lead the preparation of management accounts and financial reports, providing timely and accurate financial insights to Country Directors (Rwanda, Zambia) and group level Finance teams to support strategic decision-making
- Ensure full compliance with regulatory reporting requirements, including IFRS, IAS, and other applicable financial regulations.
- Provide input and participate in implementation of financial systems, policies, and procedures to enhance internal controls, cost efficiency, and overall administrative effectiveness.
- Maintain accurate and organized financial records, including processing all transactions in SAGE 300 (or other accounting systems), performing key reconciliations, managing fixed asset, prepayment and accrual registers.
- Oversee and maintain a comprehensive filing system for financial documentation, including reports, wire requests, reconciliations, and compliance certifications.
- Collaborate with the supply chain function to ensure accurate and up-to-date inventory records, reflecting all stock movements and adjustments.
- Coordinate the external audit process, including working with auditors and ensuring timely completion of annual statutory audits.

Leadership

- Support and train non-finance team members.
- Manage relationships with in country and group level team mates to achieve agreed metrics in key business strategies and decisions.
- Any other tasks as assigned

Desired Competencies:

- Bachelor's degree in Finance, Accounting, Economics, or a related field
- Professional certification such as **ACCA, CPA, CFA, or CIMA** is highly preferred
- Minimum of 3 years of progressive experience in finance or accounting.
- Strong knowledge of financial management, budgeting, forecasting, and financial reporting
- Experience with financial systems
- Excellent analytical and problem-solving skills with high attention to detail
- Strong leadership and team management abilities
- Good understanding of local tax regulations and financial compliance requirements
- Proficiency in Microsoft Excel and other financial analysis tools
- Strong communication and interpersonal skills
- High level of integrity and ability to handle confidential information
- A minimal level of travel would be expected.

Interested candidates to send their CV/Resume, Cover letter, and any relevant certificates to hr.rwanda@africa with the Subject “**Financial Accountant**” by end of day **May 03, 2026**. Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

Fraud Alert: Africa Health Healthcare Network (AHN) will never request for payment for job application, interviews, job offers, etc. If you are asked to make any sort of payment related to this job ad, please treat it as fraud and report it to AHN immediately.