



UNICOOPAGI

UNION DES COOPERATIVES AGRICOLES INTEGRES
B.P: 40 Gikongoro E-mail:unicoopagi@yahoo.fr

ADVERTISEMENT FOR RECRUITMENT A FINANCE OFFICER

UNICOOPAGI is a Farmers' Cooperative Union working in southern Province of Rwanda in Nyamagabe, Nyaruguru and Huye Districts with main Office in Nyamagabe. It has been created in 1991 to foster Community Development by empowering people to build a better and sustainable development and it has a legal personality with a registration number RCA/426/2012 delivered on 25/06/2012 renewed to RCA/0168/2019 delivered on 21/02/2019 by Rwanda cooperative agency/RCA. UNICOOPAGI has 3081 members (1376 men and 1705 women) grouped into 38 Cooperatives. The members are growing different crops including Wheat, Maize, Beans and Irish potatoes. etc... The Union is composed of 38 Cooperatives operating in Nyamagabe, Nyaruguru and Huye Districts in the Southern Province. Under support of TROCAIRE UNICOOPAGI would like to recruit a Finance Officer who will support UNICOOPAGI restructuring and financial separation.

Job Details

- **Position:** Finance Officer
- **Location:** Nyamagabe, Rwanda
- **Reports to:** UNICOOPAGI Coordinator
- **Job Type:** Full-time
- **Duration:** 3 Months with possibility of extension.

Key Responsibilities

- Process accounts payable and receivable.
- Reconcile bank statements monthly.
- Comply with Rwanda Laws related to RRA & RSSB,
- Assist in annual budget preparation.
- Maintain proper financial records and documentation.
- Assist and support UNICOOPAGI financial separation process.
- Enhance UNICOOPAGI Financial system.

Requirements & Qualifications

- Being Rwandan by Nationality with maximum of 40 years old.
- Bachelor's degree in Finance, Accounting, or related field.
- Minimum 2 years of professional accounting experience.
- Strong knowledge of Rwandan tax laws and RSSB regulations.

- Proficiency in accounting software (e.g. Sage & Quickbook).
- Fluency in English and Kinyarwanda; French is an advantage.
- Holding a CPA or ACCA Certificate is an advantage.
- Able to comply with UNICOOPAGI Safe guarding policy and code of conduct.

How to Apply

Interested candidates should submit their application in PDF composed by Motivation letter, Curriculum Vitae, Notified Bachelor's Degree, 3 Persons of references, Certificate of rendered service from last employee, ID Copy by e-mail at unicoopagi@yahoo.fr or hard copy to UNICOOPAGI Office based in Nyamagabe District, Gasaka Sector, Nyamugali Cell, Nyarusange Village, on National Road Huye-Rusizi (NR6).

Deadline: 09th October, 2026

Done at Nyamagabe on 30th September, 2026

MUSHIMIYIMANA Claudette

UNICOOPAGI Chairperson

