



# YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF RWANDA (YWCA)

*"Transforming community, empowering women"*

## Terms of Reference (TOR) – Project Accountant

The Young Women's Christian Association (YWCA) of Rwanda is a dynamic, non-governmental, and non-profit organization committed to empowering women and girls across the country. As a grassroots membership-based organization, YWCA Rwanda focuses on promoting gender equality, building leadership skills, advancing women's rights, and enhancing community well-being especially for the most vulnerable populations.

Since its establishment in 1995, and following official recognition by the Government of Rwanda in September 2005, YWCA Rwanda has expanded into a national movement operating in 21 districts. The organization implements impactful programs in education, health, economic empowerment, peacebuilding, and advocacy. YWCA Rwanda serves as a safe and inclusive space where young women and girls gain the confidence, skills, and opportunities to shape their futures and become active change agents in their communities.

The Head Office is located in Kicukiro District, serving as the central coordination hub for all nationwide programs and initiatives.

### Position Title:

Project Accountant (1 Position)

### Overall Purpose of the Role

The Project Accountant will be responsible for supporting the project team in all financial aspects, including contract modifications, compliance, payments, reporting, and other finance-related duties. The role ensures accuracy, transparency, and compliance with accounting standards, donor requirements, and internal financial policies.

### Key Duties and Responsibilities

- Apply the organization's accounting plan and propose necessary adjustments.
- Record all accounting transactions in compliance with applicable accounting standards.
- Verify accounting documents for both inflows and outflows, ensuring all supporting documents and authorizations are in place before posting.
- Perform monthly bank reconciliations and process necessary accounting adjustments.
- Process staff salaries and statutory deductions in compliance with applicable laws.
- Conduct regular cash counts and maintain proper cash controls.

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**Headquarters: Kicukiro District, Niboye Sector, KK 21 Avenue, Kigali Rwanda**

**B.P. 48 Kigali, Rwanda, Phone number: + (250) 798662550**

**Email: [info@ywca.rw](mailto:info@ywca.rw) Web: [www.ywca.rw](http://www.ywca.rw)**

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- Verify and maintain up-to-date inventory records.
- Maintain the organization's fixed assets register and ensure all assets are properly coded and labeled.
- Conduct quarterly, annual, and ad hoc inventories as required.
- Prepare and facilitate project audits, and coordinate with auditors.
- Implement corrective actions based on audit recommendations.
- Participate in annual and monthly financial planning processes.
- Ensure accurate and timely recording of cash and inventory transactions.
- Ensure the maintenance and functionality of all equipment provided for the project.
- Prepare timely and accurate financial management reports, including budget execution reports, financial monitoring reports, balance sheets, and supporting schedules.

#### **Required Qualifications and Experience**

- Bachelor's degree (A0) in Accounting, or Finance;
- Accounting certification such as CPA, ACCA, CIMA, CFA is an added advantage
- Minimum of 3 years' experience in accounting profession within a busy organizations or projects.
- Proven experience in project budget management
- Strong organizational skills and ability to prioritize tasks effectively.
- High level of accuracy, attention to detail, and commitment to professional integrity.
- Proficiency in Microsoft Office (Word, Excel) and QuickBooks accounting software.
- Fluency in English is required; knowledge of French is an added asset.
- Possession of a professional accounting certification is an advantage.

#### **Application Process**

Interested candidates should submit their application as a single PDF file to [info@ywca.rw](mailto:info@ywca.rw) not later than 30/08/2025 at 5:00 PM. The application should include:

- A cover letter addressed to the Executive Director of YWCA Rwanda (maximum 1 page)
- A CV (maximum 2 pages)
- Certificates of service rendered
- A letter of recommendation

Please note:

- ✓ Only shortlisted candidates will be contacted.
- ✓ Women are highly encouraged to apply

Pudentienne UZAMUKUNDA  
YWCA Executive Director

