



JOB ANNOUNCEMENT

The Management of Nyarutarama Sports Trust Club (NSTC) is seeking to recruit self-motivated, qualified persons of high integrity to fill the following positions:

1. Internal Auditor (1 Position)

Job Title: Internal Auditor

Job Type: Full time

Department: Finance / Accounting / Audit

Key Responsibilities of internal Auditor:

- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper Record from all the outlets.
- Audit all the departments' outlets to ensure proper control as it relates to finance and inventory.
- Build a strong compliance environment to ensure zero level of policy, procedures and regulatory infractions.
- Have working knowledge of management software.
- Examining company re-occurring and non-re-occurring expenditures and financial control systems.
- Liaise with the accounts department and consultant in harmonizing prices of different products for sale.
- Gauging levels of financial risk within organization.
- Ensuring sales reports and records are accurate and reliable.
- Identifying faulty processes and procedures and give advice on adjustments.
- Preparing audit reports and commentaries. Determine internal audit scope and develop audit plans.
- Liaising with the GM/Accountant and presenting findings and recommendations.
- Build strong awareness on all policy and procedures issues; zero tolerance for un-reviewed transactions and income leakages.
- Planning, organizing and managing all costs, for managing the cost function and maintaining standard of all responsible areas.
- Collating, checking and analysing stock and purchase items.
- Maintain open communication with management.
- Establish and maintain a database for inventory stock including up-to-date pricing.
- Identify loopholes and recommend risk aversion measures and cost control.
- Prepare and present reports that reflect audit's report and document process.
- Act as an objective source of independent advice to ensure legality, validity and goal achievement.
- Coordinate, attend and monitor all physical inventories to ensure accuracy.

- Engage in continuous knowledge development regarding sector's rule, regulation and best practice, tools, techniques and performance standards.
- Have the ability to manage large amounts of data and to compile detailed reports.
- Have sound independent judgement.
- Maintain high confidentiality in regards to Management privacy.
- Notify the accountant regarding loopholes, errors, and misconducts as it relates to finance and audit.
- Application of company's regulations, and adhering to existing laws and regulations
- Collating, checking and analysing financial data.

Qualifications, Skills and Competencies

- ✓ Bachelor's degree in Accounting, Finance, or a related field.
- ✓ 2+ years 'experience in internal Auditing
- ✓ Working knowledge of the principles, theories, and practices used in internal audit
- ✓ Strong analytical skills
- ✓ Excellent computer system skills and accounting software and databases
- ✓ Ability and motivation to learn from colleagues and work under pressure
- ✓ Ability to explain findings and to convince the organisation to implement audit recommendations.
- ✓ Effective communication and teamwork abilities.
- ✓ Relevant certification will be an added advantage.

2. Bar & Restaurant Cashier (1 Position)

Job Title: Bar & Restaurant Cashier

Job Type: Full time

Department: Operations

Key Responsibilities of internal Auditor:

- Ascertain that menus display the correct pricing and tax information Change prices or tax information on menus as per instructions from the management.
- Operate cash machines and POS to calculate customers' bills and verify bills to see if the correct amount has been displayed and print them out.
- Place printed bills in folders to be presented to customers and answer customers' questions regarding billed items.
- Record totalled amounts, including expenses in Bar & restaurant's database and Inform customers about available modes of payments.
- Take cash payments in exchange of services rendered
- Process credit and debit card payments.
- Count cash in the cash register at the end of each shift and ensure that it tallies.
- Sort, count and wrap currency and coins and arrange for them to be deposited to the bank

Qualifications, Skills and Competencies

- ✓ Bachelor's degree in Accounting or Finance.
- ✓ 1 year experience in Similar role
- ✓ Working knowledge of the accounting principles, theories, and practices
- ✓ Strong analytical skills
- ✓ Excellent computer system skills and accounting software and databases

Job application procedure

Required Documents:

- A detailed CV with 3 contacts of professional referees.
- A one-page cover letter with a motivation statement
- Copies of academic degree and professional training certificates notified
- Copy of ID

Note:

The deadline for submitting applications is February 23, 2024, at 17:00 hrs. Kigali time.

All applicants should submit their hard documents at Nyarutarama, Our current office and for more information,

Only shortlisted candidates will be contacted for further steps.

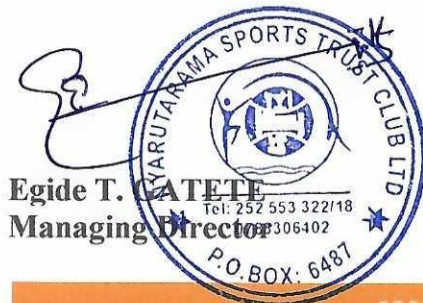
For more information contact:

Nyarutarama Sports Trust Club

Mobile: + 250 -788353051

Email: info.nsportsclub@gmail.com

Done at Kigali on 15/02/2024



PO BOX 6487, Kigali | Tel : 252-552-322 | +250 788 306 402

Email : info.nsportsclub@gmail.com | Website: www.nsportsclub.rw