



Position title: Reconciliation Officer

Number of positions: One (1)

Date: 30th June 2025

Work base: Head Office

Reporting to: Head of Operations

Expected starting date: Any time

Employment Contract type: Open-ended contract.

About the ASA International (Rwanda) Plc:

ASA International (Rwanda) Plc (subsequently referred to as "ASA Rwanda") is a for-profit, deposit taking Microfinance Institution licensed by National Bank of Rwanda and incorporated under The Companies Act, No.103495622 in Rwanda in 2014 and started operations in 2016, currently serving small business through Loans and savings in 37 branches across the country. ASA Rwanda is a subsidiary of ASA International listed on London Stock Exchange, one of the world's largest international Microfinance institutions in the world operating in 13 countries in Africa and Asia.

As a financial company and ASA international (Rwanda) plc is mostly engaged to work for the low-income people of the country and as long as there is a possibility of financial irregularities in the activities, the company created a department/position to work to prevent any sorts of misappropriation.

Vision: Reduce poverty by improving the lives of the underprivileged with a key focus on female entrepreneurs.

Mission: We have a strong commitment to financial inclusion and socioeconomic progress.

Objective: Providing Microfinance loans for business purpose to low-income entrepreneurs with an objective of improving financial inclusion and realize socioeconomic progress. Our loans provide an alternative to low-income entrepreneurs without access to credit from traditional banks. We provide these loans using the ASA Model.

a. Function summary

The Reconciliation Officer is responsible for verifying the accuracy and completeness of financial records by reconciling various accounts. This includes daily, weekly, and monthly reconciliation of bank accounts, suspense accounts, and other financial records to ensure accuracy and compliance with internal policies and regulatory requirements.

b. Duties and Responsibilities

▪ Account Reconciliation:

- Perform daily reconciliation of bank GLs (General Ledger), settlement accounts, interbank accounts and Payment System Operator (POS) transactions.
- Investigate and resolve unmatched or outstanding items.
- Prepare reconciliation reports with accurate supporting documentation.

- **Error Identification & Resolution:**
 - Identify discrepancies, errors, or fraud risks and take corrective actions.
 - Liaise with relevant departments (Treasury, Branches, etc.) to resolve reconciliation issues.
- **Compliance & Controls:**
 - Ensure reconciliation processes comply with internal controls, policies, and regulatory standards.
 - Maintain accurate records for audit trails and regulatory reporting.
- **Reporting:**
 - Prepare and submit timely reconciliation summaries to management.
 - Escalate unresolved issues or aged items to appropriate stakeholders.
- **System Usage:**
 - Use bank's core banking systems, reconciliation tools, and spreadsheets effectively.
 - Contribute to automation initiatives to improve reconciliation efficiency.

c. Education

Bachelor's degree in Accounting, Finance, Banking, or related field.

d. Requirements – Skills, Knowledge, Abilities – for Reconciliation Officer

- Being Rwandan by nationality;
- 2–3 years' experience in a reconciliation, finance, or operations role (preferably in a bank or financial institution).
- Strong knowledge of accounting principles and financial reporting.
- Proficiency in Excel and financial software (e.g., T24 is an added advantage)
- Attention to detail and strong analytical skills.
- Integrity and accountability
- Analytical thinking
- Strong organizational skills
- Problem-solving ability
- Team collaboration
- Time management
- Ability to work under pressure and meet deadlines.

Salary & Benefits:

- Market conforms salary and employment conditions.
- In-house Medical Insurance covering him/her and legal dependents as company policy
- Communication allowances as per company policy
- Monitoring allowance as per company policy
- Salary Increment as per company policy depending on company profit
- Festival Allowance as per company policy

e. Application process

Cover Letter included the candidate's expected salary; Detailed CV; copy of Degree; Work certificates from previous employers if any; any other document that may prove a candidate's competency to the post; Copy of ID Card.

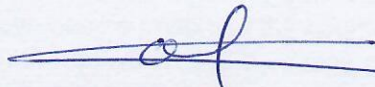
Applications should be addressed to the Chief Executive Officer of ASA International (RWANDA) Plc located in KIGALI City, GASABO District, Plot No. – 95, NTORA Village, KG 784 St. RUHANGO Cell, Gisozi Sector, Kigali, Rwanda

Online Application to be sent to asarecruitment@asarwanda.rw with subject line mentioning **Reconciliation Officer**. Submission of Application should be before 10th July 2025 at 5:00 PM. Please note that only candidates with the needed qualifications and relevant experience will be shortlisted. If you do not hear from us in 2 weeks after the deadline, know that you are not meeting our requirements.

ASA International aims to attract and select a diverse workforce, ensuring equal opportunity to everyone, irrespective of race, age, gender, class, ethnicity, disability, location, and religion. Qualified women are particularly encouraged to apply.

Done at Kigali on 30th June 2025

Signed and approved by:



Christian SALIFOU
Chief Executive Officer
ASA International (Rwanda) Plc

