



INKUNGA FINANCE Plc
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Internal Job Vacancies Announcement

1. POSITION TITLE: BRANCH MANAGER

Location: BWISHYURA BRANCH

Reporting to: Director of Operations

Application Deadline: Monday, 30th June 2025 at 23:59

We are pleased to invite internal applications for the role of **Branch Manager** within our esteemed financial institution. This is a leadership role requiring a dynamic, result-oriented individual with sound experience in banking operations and credit management.

Key Responsibilities (not limited to):

- Oversee **loan portfolio management** and ensure portfolio quality
- Lead **business development initiatives** and promote branch visibility
- Perform **client appraisals** and detailed loan application analysis
- Prepare and implement **branch business plans**
- Manage the **branch's human resources**, including performance oversight and capacity building
- Ensure effective **cash management** and **account reconciliation**
- Represent the institution within the operational catchment area and foster stakeholder relationships
- Engage in **business negotiations** and contribute to organizational growth strategies

Minimum Qualifications and Experience:

- A **bachelor's degree** in Business Management, Finance, Accounting, Economics or related fields
- **Minimum of 5 years** relevant professional experience, **3 years** of which in the banking sector, particularly in **operations or credit management; including at least one (1) year within INKUNGA Finance Plc.**
- A valid driving license **Cat. A or B**
- Having CMPA or any other professional certificate will be an added value;
- Fluent in French or English, knowledge of two languages would be an advantage;
- Aged between 30 years and 45 years.

2. POSITION TITLE: HEAD OFFICE ACCOUNTANT

Position Title: Head Office Accountant

Location: INKUNGA Finance Plc Headquarters

Reporting to: Chief Accountant

Application Deadline: Monday, 30th June 2025 at 23:59

INKUNGA Finance Plc is pleased to announce an internal recruitment opportunity for the position of **Head Office Accountant**. This is an exciting opportunity for a dynamic and results-oriented individual ready to take on key responsibilities within our accounting team.

Minimum Qualifications and Experience:

- A Bachelor's degree in *Business Management, Finance, Accounting, or Economics*
- At least **two (2) years of professional experience** as an accountant or **four (4) years of professional experience** as cashier, **including at least one (1) year within INKUNGA Finance Plc**
- Having CPA, ACCA, CAT or any other professional certificate will be an added value;
- Fluent in French or English, knowledge of two languages would be an advantage;
- Aged between 25 years and 35 years.

Key Responsibilities (not limited to):

- Conducting RIPPS and bank reconciliations
- Managing inter-branch account reconciliations
- Preparing key financial reports and financial performance indicators including: **Capital Adequacy Ratio (CAR) and Liquidity Ratio**
- Coordinating the budget preparation process by collecting and consolidating data from branches
- Supporting branch teams in the validation of accounting transactions.
- Ensuring verification of Push and Pull (P&P) reconciliation.

Application Process: Interested internal candidates should submit a motivation letter, professional certificates or permit as required, degree and an updated CV **in single file** to recruitment@inkungafinance.com and copy to: info@inkungafinance.com by **Monday, 30th June 2025 at 23:59**. Late applications will not be considered. **Remember to mention in the email: the title of the post applied for.**

We encourage capable team members who meet the criteria to apply and **for equal qualities, female candidate is privileged, in case the female genders conflict, the last year's staff performance appraisal prevails.**

MUHAWENIMANA Abed Cherif
Managing Director

