



CAREER OPORTUNITIES AT EQUITY BANK.

Equity Bank is one of the region's leading Banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern, inclusive financial services that maximize their opportunities. With a strong footprint in Rwanda, Kenya, Uganda, Tanzania, DRC and South Sudan, Equity Bank is home to more than 20 million customers – the largest customer base in Africa. Currently Equity Bank Rwanda is seeking additional talent to serve in the role of **Finance Manager – Payables, Receivables & Fixed Asset.**

FINANCE MANAGER, PAYABLES, RECEIVABLES AND FIXED ASSET

Position Overview

The Finance Manager – Payables, Receivables & Fixed Assets is responsible for overseeing end-to-end accounts payable and receivable operations, fixed assets management, and related reconciliations to ensure accuracy, compliance with IFRS, internal policies, and regulatory requirements. The role provides leadership to the operational finance team, ensures strong internal controls, supports audits, and contributes to efficient working capital and asset management across the Bank.

Key Responsibilities

1. Payable Accounts & Staff Expenses

- Oversee timely and accurate processing of supplier invoices, staff advances, and expense claims in line with approved policies and service level timelines.
- Ensure proper authorization, posting, and classification of all payable transactions within the accounting system.
- Review and approve supplier reconciliations, accounts payable ageing reports, and statements of account.
- Coordinate resolution of supplier queries and disputed balances with internal and external stakeholders.

2. Accounts Receivable & Income Control

- Oversee accurate and timely recognition of receivables and receipts, ensuring correct booking in the general ledger and sub-ledgers.
- Ensure generation, validation, and monitoring of EBM invoices and customer ageing reports.
- Monitor overdue receivables and support follow-up actions with business units to improve collections and cash flow.



3. Fixed Assets & Capital Expenditure Management

- Oversee capitalization, transfer, disposal, and impairment of fixed assets in compliance with IFRS and internal policies.
- Ensure all fixed assets are properly tagged, recorded, and periodically physically verified.
- Review and approve depreciation calculations and fixed asset registers.
- Monitor assets under construction (WIP), ensure accurate accumulation of project costs, and timely capitalization upon project completion.
- Track capital expenditure against approved budgets and management authorizations, highlighting variances for management action.

4. Reconciliations & Period-End Close

- Oversee reconciliation of payable, receivable, bank, and fixed asset sub-ledgers to the general ledger and trial balance.
- Ensure timely month-end and year-end close activities for assigned balance sheet and income statement accounts.
- Review suspense and clearing accounts and ensure timely resolution of outstanding items.

5. Controls, Compliance & Audit

- Ensure compliance with IFRS, tax laws, regulatory requirements, and internal finance policies.
- Act as key contact for internal and external audits relating to payables, receivables, fixed assets, and related processes.
- Review and submit accurate audit schedules and support resolution of audit issues within agreed timelines.
- Maintain strong internal controls and recommend process improvements to enhance efficiency and risk management.

6. Team Leadership & Stakeholder Management

- Lead, coach, and develop the Payables, Receivables, and Fixed Assets team to ensure high performance and compliance with organizational culture.
- Coordinate with Procurement, HR, Operations, IT, and Branch Finance teams on transactional and control matters.
- Contribute to finance system enhancements, ERP improvements, and policy reviews impacting operational finance.

7. Management Support & Reporting

- Prepare and review management reports, analysis, and presentations related to working capital, suppliers, receivables, and capital expenditure.
- Provide insights and recommendations to support cost control, asset optimization, and operational decision-making.
- Perform any other duties assigned by the Head of Finance.



Qualifications & Experience

- Bachelor's degree in accounting, Finance, Business Administration, or related field.
- Professional qualification (CPA, ACCA) or active progress toward certification is an advantage.
- Minimum of **7–10 years** relevant finance experience, including hands-on responsibility for payables, receivables, and/or fixed assets, preferably in a banking or large corporate environment.
- Strong knowledge of IFRS and experience supporting internal and external audits.
- Experience working with ERP / core banking or financial systems and strong Microsoft Excel skills.

Key Competencies

- Strong analytical and reconciliation skills
- High attention to detail and accuracy
- Ownership, accountability, and integrity
- Strong leadership, communication, and stakeholder management skills
- Ability to meet strict deadlines in a fast-paced environment

If you meet the above requirements, submit your application quoting the job opportunity you are applying for as subject of your email through the link below by **30th May 2026**. Please include detailed Curriculum Vitae (in Word version or Pdf version not Pdf image), copies of the relevant certificates, testimonials, and daytime telephone contact and email address. **Only short-listed candidates will be contacted.**

Email to:

https://equitybank.taleo.net/careersection/int_new/jobsearch.ftl?ftlcompclass=LoginComponent&lang=en

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.