EQUITY

CAREER OPPORTUNITIES 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 Kenya, Uganda, Tanzania, Rwanda, DRC and South Sudan, Equity Bank is home to more than 20 million customers – the largest customer base in Africa. Currently the Bank is seeking additional talent to serve in the role outlined below.

ASSISTANT MANAGER, STATUTORY FINANCIAL REPORTING

Job Title: Assistant Manager, Statutory Financial Reporting
Department: Finance
Reports to: Statutory Financial Reporting Manager
Location: Equity Bank Headquarters

Job Summary

Duties and responsibilities include supporting overall financial reporting and management reporting, meeting statutory and regulatory requirements/returns to the National Bank of Rwanda, and overseeing reconciliations of the general ledger accounts that make up the Trial Balance. Period-end closure reporting process to generate the final Trial Balance, ensuring completeness and supporting schedules. The holder of this role will also be the focal point for Internal and External Auditors to coordinate audit activities, ensuring completion within timelines.

Key Responsibilities and Accountabilities

- Performing reconciliations between the finance systems and the business systems for General ledgers and follow up for fixing the identified gaps.
- Validation, integrity, and completeness of the Monthly GL Returns and Reconciliations and compiled returns report to Management and Group.
- Implement and maintain a standardized monthly reconciliation template and tracking system to ensure completeness and meeting deadlines.
- Verification of all requests for new GLs within the Banking system, ensuring correct classification, continuous review of all Bank GLs and initiate closure process per Policy.
- Prepare daily timely and accurate financial reports to Senior Management and the Banking Group.
- Ensure accurate and updated Trial Balance Valuation
- Preparation of regulatory returns to the Central Bank; daily, monthly, quarterly, and annual returns while ensuring their accuracy and timely submission per deadlines set by the regulator and in the prescribed formats and templates.
- Responsible for the preparation of Quarterly, half-year, and Annual financials in compliance with IFRS and Central Bank regulations and Guidelines while ensuring timely publication in accordance with the rules.
- Be part of the annual compilation of the integrated reports and financial and sustainability reports.

- Assist the Financial Reporting Manager in the monthly, quarterly, and yearly verification of the validity and accuracy of all financial and management reports and the accompanying supporting report schedules and ensure that they comply with both company management reports as well international financial reporting guidelines (financial statement threshold of existence, rights and obligations, occurrence, completeness, valuation, measurement and fair presentation and disclosure).
- Assist in overseeing all interim and annual financial audits (external/Internal), ensuring compliance with company policies, government legislation, and international financial reporting standards.
- Be the key contact person during Audit activities, both internal & external, by coordinating the timely submission of accurate audit schedules.
- Preparation, under the Head of Finance's guidance, of quality and timely board papers
- Risk champion - Maintenance of finance-related trackers to ensure completion and closure of internal and external audit items, compliance with regulations and laws, and up to date with IFRS.
- Support in compiling the Regulatory Capital Adequacy return, Support business processes to optimize capital allocation, and processes to support business growth, and internally generate Capital.
- Any other duties as assigned from time to time.

Qualification, Experience, Skills and Attributes

For the above position, the successful applicant should fulfil the following requirements:

- A degree in Accounting, Finance, Economics, Statistics, Physics, Actuarial science, mathematics or related fields.
- CPA/ACCA Qualification and Relevant Experience
- Over 5 years' experience in Financial and credit Reporting in banking or similar industry.
- 1 year working experience handling large data sets for a bank ideally with Big 5 audit firms, or in a Finance function or Credit or in an actuary on a day-to-day basis in a top tier bank or supporting a top tier bank in Rwanda.
- 1 year working knowledge of SQL scripting using any tools SQL developer, or any other applicable tools on a day-to-day basis.

Core competencies:

- Ownership & Commitment
- Good Analytical, Presentation, and Communication Skills.
- Team Spirit
- Continuous leaning and Innovation
- Attention to details
- Treasury Solution Awareness
- Result oriented and strict on meeting deadline
- Customer Focus

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The above position is a demanding role for which the Bank will provide a competitive remuneration package, opportunities for professional growth; career advancement and supportive work environment to the successful candidate.

If you meet the above requirements, submit your application quoting the job opportunity you are applying for as subject of your email through the email address below by **8th November 2025**. Please include detailed Curriculum Vitae, copies of the relevant certificates, testimonials, and daytime telephone contact and email address. **Only short-listed candidates will be contacted.**

Email to: **jobsrwanda@equitybank.co.rw**
Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.