



A. Different. Point. Of. View.

Job Title

Finance Officer

Location: Kimihurura, Kigali, Rwanda

Company: Cube Communications Ltd

Reports to: Head of Finance & Admin

About Cube

Cube is a fast-moving communications and events company delivering high-profile projects across Rwanda and the region. Our work is dynamic, people-driven, and often on the move. We thrive in fast-paced environments where precision, creativity, and execution come together to create impact.

Role Overview

We are looking for a detail-oriented and reliable Finance Officer to join our growing team. In a company where projects move quickly and budgets matter, this role is the steady engine room keeping finances accurate, compliant, and insightful. You will play a key role in supporting financial operations and ensuring strong financial discipline across the business.

Key Responsibilities

- Maintain the general ledger and ensure financial records are accurate and up to date
- Perform regular bank reconciliations
- Prepare monthly management accounts and financial reports
- Monitor expenses and support cost control across projects and operations
- Ensure timely and accurate statutory deductions and filings
- Manage accounts payable and receivable records
- Update and maintain accounting system entries
- Assist in budget preparation and tracking
- Prepare tax documentation and handle tax filing in compliance with RRA regulations
- Support internal and external audits
- Prepare and update payroll data, including attendance and allowances

Required Profile

Education & Experience

- Bachelor's degree in Accounting or Finance
- Progress toward ACCA or CPA is an added advantage
- 3–5 years of relevant accounting experience
- Strong knowledge of QuickBooks accounting System



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- Advanced Microsoft Excel skills
- Strong understanding of Rwanda tax laws and statutory compliance requirements
- Fluency in English and French (both written and spoken)

Skills & Personal Attributes

- High level of accuracy and attention to detail
- Strong analytical and problem-solving skills
- Ability to manage multiple tasks and meet tight deadlines
- Proactive, self-driven, and able to take initiative
- Strong integrity and ability to handle confidential information
- Excellent organizational and time management skills
- Clear communication skills and ability to work collaboratively
- Adaptability and comfort working in a fast-paced, evolving environment

Why Join Cube?

- Be part of a vibrant, high-energy team working on impactful projects
- Gain exposure to leadership, decision-making, and business growth
- Work in a fast-paced, people-focused environment where initiative is valued
- Gain exposure to diverse, high-profile events and communications work
- Grow your career in a dynamic and evolving company
- Work in a collaborative environment that values initiative and accountability

How to Apply

Interested candidates should send their CV and a brief cover letter to:

info@cubeafricagroup.com

stephanie@cubeafricagroup.com

with the subject line "**Finance Officer Application**" by **31/03/2026**