



Shyorongi, on 19/10/2025

**APPES SHYORONGI**

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**VACANCY ADVERTISEMENT  
TRUST MOUNTAIN ACADEMY  
School Accountant**

**Position Title:** School Accountant

**Working Location:** Trust Mountain Academy

**Direct Supervisor:** School Director

**ORGANIZATION OVERVIEW**

APPES Shyorongi is a non-governmental Organization founded in 2016. It started at a Nursery and Primary School named Trust Mountain Academy in 2017. Its aim is to offer quality education and intellectual training to children satisfying the requirements to follow any level of studies with respect to their religious beliefs and individual freedom.

**JOB SUMMARY**

The school Accountant greatly plays a key role in managing the financial affairs of a school. His responsibility is to ensure that all money coming into and going out of the school is properly recorded, managed and reported. He helps keep the school's finances organized, transparent and accountable, ensuring resources are used efficiently to support education.

**Key duties and responsibilities**

**1. Financial record keeping**

- Maintain accurate records of all financial transactions (fees, Salaries, Grants, purchases,...);
- Prepare and update ledgers, journals and financial statements.

**2. Budget preparation and management**

- Help the school administration prepare annual budget;
- Monitor income and expenditure to ensure spending stays within the budget.

**3. Handling fees and payments**

- Collect school fees and issue receipts.
- Deposit money into the school's account.
- Manage petty cash and make authorized payments.



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#### 4. Financial reporting

- Prepare monthly, quarterly and annual financial reports.

#### 5. Payroll management

- Prepare and process salaries for teachers and staff.
- Handle statutory deductions such as taxes, pension and insurance.

#### 6. Auditing and compliance

- Ensure all financial practices comply with APPES regulations.
- Assist APPES Audit Committee during financial audit.

#### 7. Act as a participating member of APPES Shyorongi

- Participate in all Parents-Teacher meetings.
- Perform other extra duties as required by the School Principal.
- Always behave in an exemplary manner acting as a role model for society.
- Maintain all furniture and equipment within the classroom in good order.
- Advise school management on cost-saving measures and financial planning.
- Help make informed decisions regarding financial investments and projects.
- Participate actively in **APPES education week**.

#### Qualifications, skills

- ✓ Must have a Diploma in Accounting with an A2 Certificate in Accounting.
- ✓ Must have A2 Certificate in Accounting with 2 years of studies in a recognized university.
- ✓ Previous experience in accounting or bookkeeping, especially in an educational institution is highly preferred.
- ✓ Can communicate in English and has professional IT skills

#### How to apply

If you believe you are the right candidate for the above position, please send your detailed CV, copy of degrees and certificates, APPES Employment form well filled (available at [www.trustmountainacademy.rw](http://www.trustmountainacademy.rw)) as a single PDF to [appesshyorongi@gmail.com](mailto:appesshyorongi@gmail.com) with the subject line **"SCHOOLACCOUNTANT\_TMA 2025"**. Make sure to submit your application before October 23, 2025, at 5:00PM. **Only shortlisted candidates will be contacted.** Interview exam is scheduled on Sunday 26<sup>th</sup> October 2025 at TMA from 10:00AM.

NKUNDIMFURA Zacharie  
Legal Representative of APPES Shyorongi

