



Open Position: Managing Director

Acacia Accounting is a socially-motivated outsourced accounting and financial service provider that offers best-in-class professional services. Our clientele consists of foreign invested enterprises in various industries across Rwanda, including agribusiness, energy, export, INGO's, education, manufacturing, services, and others. Our team offers an ideal blend of Rwandan and international expertise.

One of the impediments to Rwanda's economic growth is access to high quality managerial and financial oversight. Acacia is helping fill this gap by developing the capacity of a generation of young accountants who are on staff at Acacia and client companies. Since 2013, Acacia has developed the capacity of over 50 young accounting professionals in Rwanda. Our purpose is to empower our staff and clients through our own professionalism, integrity and training mindset.

Acacia is a lean, highly technical start-up with the opportunity and desire to scale its revenue to a \$600,000 per year service provider. We are looking for an ambitious leader to take Acacia to this next level.

Position: Managing Director, full-time

Location: Kigali, Rwanda

Position Description: Acacia Accounting Associates Ltd. is seeking an intelligent, motivated, entrepreneurial and technically sound Managing Director for full-time employment. The successful candidate will report to the Board of Directors of Acacia Accounting and will be accountable to the board for the overall performance of the firm. In this position, the Managing Director will be responsible for day-to-day operations of the firm, cash flow management, people management, client relations and business development, as well as manage monthly tax filings and bookkeeping for 1-2 portfolio of clients. He/She will be responsible for promoting the vision and mission of Acacia Accounting through the continuous delivery of high quality accounting services. The Managing Director will be responsible for the following areas:

- **Client Engagement:** The Managing Director is expected to serve as a secondary relationship manager between the client and the firm's primary point of contact (the accounting manager for the engagement) for all engagements.
- **Client Management:** The Managing Director will be overseeing all client care work ensuring that all clients of Acacia are satisfied with the firm's service. The Managing Director will also manage the client relationship and will be the "face" of the firm and is expected to continually build the firm's network.

- **Team Leadership:** The Managing Director will be the leader of the firm and its staff. The Managing Director will set direction for the team, meeting agendas and overall company activities. The Managing Director will be responsible for creating an environment that encourages strong individual performance, integrity and a client-focused character.
- **Internal Projects:** The Managing Director will create and manage all internal initiatives and firm-building projects, which could include technical training, leadership development, client deep-dives and other areas of individual/company interest.
- **General Administration:** The Managing Director will **lead** basic administrative tasks contributing to the functioning of the business, including: managing client and Partner requests, creation of proposals, engagement letters, accounting tasks, data collection, back-office tool creation, maintenance of company website and other administrative functions. The Managing Director will generate all financial and operational reports requested from the Board of Directors
- **Business Development:** The Managing Director will also manage the client relationship and will be the “face” of the firm and is expected to continually build the firm’s network and reputation. The Managing Director will work with marketing and business development support team from Acacia’s parent company, Karisimbi Business Partners, to help set the company’s growth strategy. The Managing Director will lead all activities necessary to take a potential client from identification to negotiation and contract signing.

Employee Profile:

- Minimum of 5 years managerial experience in the accounting field
- Cross cultural experience highly desired; East Africa experience preferred
- Knowledge of Rwandan tax laws including but not limited to Payroll, Value Added Tax, Corporate Income Tax, Investment code, Company law is an advantage
- Strong proficiency in Excel, Accounting software (QuickBooks preferred) and effective project management skills
- Ability to review, analyze and interpret financial statements
- Demonstrated experience leading teams
- Highly effective communication skills
- Self-starter with demonstrated ability to succeed with low oversight and direction
- Demonstrates the ability to work in a team-focused environment
- Strong capacity for client relationship building
- Must have clear and professional written and verbal communication skills
- Client relations experience required
- Ability to analyze and document complex business processes
- Ability to make effective decisions under pressure
- Ability to think analytically and problem solve
- Ability to gather and interpret relevant data and information

Education and Qualifications

- Bachelor's degree in Accounting
- Master's degree in a relevant field preferred
- Certification in a relevant field (i.e. CPA, ACCA)-Required

References

- Every Applicants must also submit 3-4 professional references from previous employment to be considered for this position

Compensation:

- Full-time monthly salary plus benefits. *Acacia Accounting* will reimburse all business-related expenses
- Additional performance based compensation will be made available

Travel: Some local and regional travel as needed

Please send CVs, cover letter and references to jill@karisimbipartners.com