



INKUNGA FINANCE Plc

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JOB VACANCIES

About INKUNGA FINANCE Plc Finance Plc

Born as COOPEC INKUNGA on 15 September 1995, and officially licensed as a Microfinance Institution (MFI) by the RDB on 8 July 2016, INKUNGA FINANCE Plc Finance Plc has steadily grown into one of the most trusted MFIs in the country.

Headquartered in Karongi District, Western Province of Rwanda, INKUNGA FINANCE Plc operates across seven branches, serving clients in both Kigali City, Northern and the Western Part of Rwanda. Over the years, we've established ourselves as a pivotal institution in the region's rural transformation, with a strong commitment to inclusive, responsible, and sustainable financial service delivery.

At the heart of our operations lies a clear mission: to promote quality financial and non-financial services to small and medium-sized entrepreneurs in order to contribute to the improvement of their socio-economic living conditions and to remain a sustainable and self-sufficient institution. Our operations are deeply rooted in community engagement, environmental sustainability, and the belief that financial inclusion is a cornerstone of equitable development.

To strengthen its human capital, INKUNGA FINANCE Plc is seeking to recruit the employees on the post of Cashier (**Tellers**) **to start employment by January 2026:**

1. CASHIERS (3 VACANT POSTS)

Key responsibilities

Under the supervision of the Branch Manager or Accountant, s/he will be responsible for:

1. Financial service delivery and Customer care;
2. Correctly manage the cash entrusted to him or her by keeping from time to time the source documents justifying cash flow;
3. Recording properly inflows and outflows of cash transactions in the system and /or in the client's passbook;
4. In conjunction with the Accountant or the Branch Manager, ensuring that the strongroom keys are properly kept;

5. Keeping and classifying supporting documents for operating expenses;
6. Ensure that journal and accounting transactions are done properly;
7. Ensure that payments done at branch level are authorized by competent Officer;
8. Maintaining daily cash management report;
9. Ensure that clients' passbooks and cheque books are properly and safely kept;
10. Closing business day and ensuring that cash books are well completed, and physical figures are balanced to the data from the core banking system;
11. Facilitating the exercise of permanent cash control;
12. Participating in the development of the Branch's action plan and budget;
13. Ensuring the interim of the branch account and or Customer care officer.

Requirements

- Be a Rwandan ;
- Have a Bachelor's degree in Accounting, Finance, Management, Banking, Microfinance or related fields,
- Have a good track and sound character in working with financial;
- Fluent in French or English, knowledge of two languages would be an advantage;
- Aged between 21 years and 40 years;

What We Offer

- A unique opportunity to shape the future of inclusive financing in Rwanda.
- Be part of a purpose-driven team committed to transforming rural livelihoods.
- Competitive remuneration package based on experience and qualifications.
- Opportunities for professional growth within a fast-growing MFI embracing innovation and sustainability.

How to Apply

Interested and qualified candidates should submit their Job applications via e-mail: recruitment@inkungafinance.com (You will get a reply to confirm the reception of your application). **Only a single document (PDF format) will be received.**

The deadline for submitting applications is December 15th, 2025 at 11h 59 local time;

The job application file must contain:

1. An application letter addressed to the Managing Director;
2. Well detailed Curriculum vitae;
3. A copy of the identity card;
4. A copy of the degree;
5. A proof of previous experience if any.

The shortlisted candidates for written exam will be published not later than December 19th 2025 at 12h00 via the website: <https://inkungafinance.com>

Done at Karongi on 09/12/2025.

MUHAWENIMANA Abed Cherif
Managing Director

