

## EXCITING JOB AND CAREER OPPORTUNITY AT HORIZON GROUP LTD

Horizon Group Ltd is an Investment Company with subsidiaries engaged in the various sectors of the Rwandan Economy including Infrastructure Development, Construction, Agriculture, processing and export of Pyrethrum, clearing and Freight Forwarding and Logistics solutions, Production of construction Materials specifically roofing tiles among others.

The company is seeking to recruit highly experienced and competent professionals in the following areas: Group Internal Auditor, Auditors and Technical Assistant to the General Manager. Interested and qualified individuals are invited to apply;

Job Position	Responsibilities	Required Qualifications	Required Experience	Other Skills
Group Internal Auditor (1)	<p>The Group Internal Auditor shall inter alia, be responsible for the following functions;</p> <ul style="list-style-type: none"> <li>Assist the Board of Directors in exercising good corporate governance by providing independent and objective assurance that the key business objectives, risk management and control process are adequately and functioning as intended.</li> <li>Establish the Organization's audit universe and strategies for all areas of audit in accordance with risk based approach and IPPF</li> <li>Develops and maintains strong relationships with leadership, providing guidance and/or consultation in the development of strategies to improve financial and operational performance of the business; act as an early warning system for business and financial risks; supports business ethics and integrity initiatives.</li> </ul> <ul style="list-style-type: none"> <li>Lead Audit planning, budgeting and implementation</li> </ul>	<ul style="list-style-type: none"> <li>Professional qualification on such as ACCA, CSA, and May be CIA in progress</li> <li>A master's degree in accounting</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 5yrs hands on experience from a reputable and recognized institution such as big Audit firms would be an added advantage</li> <li>Experience in a</li> </ul>	<ul style="list-style-type: none"> <li>Skills in leading people and management of teams</li> <li>Strong and proven ability to work independently to deliver results and strong commitment to professional ethics and integrity</li> <li>Fluency in oral and written English or</li> </ul>



	<ul style="list-style-type: none"> <li>• Develop internal Audit policies and procedures ,strategies and review plans</li> <li>• Develops and maintains strong working relationship with external auditors to ensure effectiveness of service delivery and appropriate resolution of findings/issues identified.</li> <li>• Ensure Internal Controls and compliance with acceptable audit standards in mitigation of business and operational risks</li> <li>• Prepare formal written reports, expressing opinions on the adequacy and effectiveness of Governance, risk Management and control process and the efficiency with which activities are carried out.</li> <li>• Report audit findings and make pragmatic and practical recommendations to address any weaknesses identified</li> <li>• Develop and maintain productive client and staff relationships through Participative engagements and communication</li> <li>• Allocate and supervise to other audit staff work and assignments</li> <li>• Perform any ad hoc tasks from time to time that are necessary for the furtherance of the above duties and responsibilities in the best interest of the company</li> <li>• Develops an organizational competency in the audit function by identifying and integrating best practices in work flow, measurement, technologies and resource configuration.</li> <li>• Achieves annual goals and budget targets by effectively managing resources and stakeholder requirements</li> <li>• Attracts, develops and retains a high performing workforce in the department.</li> </ul>		<p>managem nt role, leading a departmen t</p>	<p>French working knowledge of the other</p>
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<p><b>Auditor (2)</b></p>	<p>Reporting to the group internal auditor, internal auditor will perform the following tasks</p> <ul style="list-style-type: none"> <li>• Participate in the Development of detailed audit plans and programs</li> <li>• Design audit objectives, logistics, schedules and scope</li> <li>• Participate in the review of internal controls, compliance and other company activities by preparing, auditing and /or revising flowcharts of various activities, projects and departments</li> <li>• Based upon the review of internal controls, determine appropriate audit procedures to be established to test for financial accuracy and timeliness of information and compliance with laws, regulations, rules or managerial policies as they relate to compliance</li> <li>• Assess audit findings and initiate corrective measures to ensure effectiveness in financial system of operations</li> <li>• Ensure best practices, standards and procedures of the company in all audit operations</li> <li>• Prepare quarterly written internal audit reports that identify compliance or risk and control concerns ;</li> <li>• Perform operational, financial and compliance audits through examination of financial and operational records, processes, procedures and controls</li> <li>• Communicate to the Group Internal Audit all observations and develop recommendations to financial and operational</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor` s degree in accounting</li> <li>• Pursuing a Professional qualification on such as ACCA, and CPA is an added Value</li> </ul>	<p>Minimum 1 year of experience in auditing from a reputable institution</p>	<p>Excellent written and communication skills (English, French). Ability to work well with management and staff at all levels Goal-oriented, organized team player Strong and proven ability to work independently to deliver results and strong commitment to professional ethics and integrity</p>
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	<p>systems , conducting subsequent evaluations to determine adequacy of corrective actions</p> <ul style="list-style-type: none"> <li>• Provide assistance to external auditors as requested</li> <li>• Perform any other related assignments as may be assigned by the supervisor</li> </ul>			
<p>Technical assistant to the General Manager (1) at Horizon Sopyrwa in Musanze</p>	<ul style="list-style-type: none"> <li>• Facilitate communication and coordination with stakeholders</li> <li>• Scheduling meetings for the General Manager and the company</li> <li>• Typing up different reports and minutes of meetings for the general manager</li> <li>• Keep and adjust meeting agenda as requested by the General Manager</li> <li>• Welcome and give orientation to General Manager’s visitors</li> <li>• Dispatch mails and manage correspondences</li> <li>• Set up and maintain a proper company filing system</li> <li>• Answering telephone calls and taking messages</li> <li>• Receive, sort and distribute the email</li> <li>• Manage staff appointments</li> </ul>	<p>Bachelor’s Degree in Business Administration on or related field</p>	<p>3 years of experience in Administration works</p>	<p>Excellent verbal and written communication skills (English or French). Proficient computer skills , including Microsoft office suite (Word ,excel, power point &amp; internet) Ability to read and interpret technical data Good time management skills Ability to work in a high pressure environment</p>

Interested candidates should bring the following documents;



- An application Letter addressed to the CEO, Horizon Group Ltd
- A Comprehensive CV With three Referees
- Copies of Academic and Professional Certificates
- Photocopy of Identity Card

**Deadline:** Application Documents should reach Horizon Group Email address [info@horzongroup.rw](mailto:info@horzongroup.rw) not later than 29<sup>th</sup> March 2021 at 4pm.

**Remuneration & Benefits Regime:** Attractive and commensurate with Qualification and Professional Experience

**Note:** Applications are only received through email and incomplete applications will not be considered. Only short listed Candidates will be contacted.

Done at Kigali, 19<sup>th</sup> March 2021



Fred MUZIRAGUHARARA  
CEO, Horizon Group Ltd.

