JALI S.C PLC
Grow your money with us

Internship Opportunities at JALI S.C PLC

JALI S.C PLC is a licensed Microfinance Bank committed to delivering innovative, reliable, and customer-focused financial services. We invite applications from qualified professionals for the position of **Internal Auditor, Accountant** and from motivated, enthusiastic, and self-driven graduates for **Professional Internship** opportunities in the relevant fields below:

Available Internship Positions

- Loan Officer Interns, Position :3, Location: Kigali and Musanze
- Cashier Intern, position 1, Location: Kigali
- Administration Intern, Position :1, Location: Kigali

Academic Requirements

- Bachelor's Degree in Finance, Accounting, Economics, Business Administration, Banking, Microfinance, Public Administration, Office Management, Human Resource Management, Secretarial Studies or any other related field.

Experience

- No prior work experience is required, Applicants must be under 26 years of age and Fresh graduates with at least second-class upper are encouraged to apply via recuitment@jalisc.rw.

Cashier

Position: 1, Location: Musanze, **Employment:** full time

Key Responsibilities

- Receive and pay out cash accurately and efficiently.
- Process and record all transactions in the system.
- Verify customer documents and transaction details.
- Balance and reconcile cash daily.
- Safeguard cash and other accountable documents.
- Maintain accurate transaction records and reports.
- Comply with internal controls, policies, and regulatory requirements.
- Provide professional and courteous customer service.
- Report cash discrepancies, errors, and suspicious transactions promptly.
- Maintain confidentiality and professional conduct

Qualifications and Experience

- Bachelor's Degree in Finance, Accounting, Economics, Business Administration, Banking, Microfinance or or any other related field

- A minimum of **two (2) years** of relevant experience in Cash handling and reconciliation skills, Basic accounting and numerical skills, Computer and system proficiency, Ability to work under pressure, Customer service skills and Time management and organization.

Internal Auditor

Position: 1

Duty Station: Head Office, Kigali

Employment: Full time

Key Responsibilities

The successful candidate will be responsible for:

- Developing and implementing risk-based internal audit plans.
- Evaluating the effectiveness of internal controls, risk management, and governance processes.
- Conducting operational, financial, compliance, and information systems audits.
- Assessing compliance with applicable laws, regulations, Bank policies, and procedures.
- Preparing audit reports and recommending practical corrective actions.
- Following up on the implementation of audit recommendations.
- Investigating suspected fraud, irregularities, and operational weaknesses.
- Reviewing the adequacy of internal controls over financial reporting and operations.
- Providing independent assurance and advisory services to Management and the Board.
- Performing any other duties assigned by Management or the Board within the scope of internal audit.

Qualifications and Experience

Applicants should possess:

- A Bachelor's degree in Accounting, Finance, Business Administration, Economics, or a related field.
- Professional certification such as CPA, ACCA, CIA, or equivalent is an added advantage.
- A minimum of **three (3) years** of relevant experience in internal audit, external audit, risk management, compliance, or banking operations, preferably within the financial services sector.
- Good knowledge of the National Bank of Rwanda (BNR) laws, regulations, prudential standards, and supervisory requirements applicable to banks and financial institutions
- Sound knowledge of banking operations, risk management, corporate governance, and regulatory requirements.
- 30 years of Age

Competencies

- Strong analytical and critical thinking skills, Attention to detail and accuracy, Ability to work independently with minimal supervision, Excellent organizational and time management skills, High ethical standards and professional judgment, Ability to prepare concise, accurate, and timely reports.

Accountant

Position: 1

Duty Station: Head Office, Kigali

Employment: Full time

Key Responsibilities

- Record and maintain accurate accounting transactions and financial records.
- Prepare monthly financial statements, reconciliations, and management reports.
- Process payments, receipts, invoices, and other financial transactions
- Perform bank and general ledger reconciliations
- Monitor accounts payable and receivable
- Support budgeting, financial analysis, and cash-flow management
- Ensure compliance with applicable accounting standards, tax requirements, and internal policies
- Maintain proper filing and documentation of financial records
- Support internal and external audits by providing required documentation
- Perform any other duties assigned by Supervisor

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, or a related field
- At least **3 years of relevant accounting experience**, preferably in a financial institution or microfinance environment.
- Good knowledge of accounting principles and financial reporting.
- Proficiency in **Microsoft Excel** and accounting & Experience with financial institution or core banking systems (ADBanking) is an added advantage
- 30 years of age

Competencies:

- Strong analytical and numerical skills, High level of accuracy and attention to detail, Integrity, confidentiality, and professionalism, Good communication and organizational skills, Ability to meet deadlines and work independently, Strong problem-solving and teamwork skills.

How to Apply

Interested and qualified candidates should submit the following documents:

- Application letter addressed to the Managing Director.
- Updated Curriculum Vitae (CV).
- Copies of academic and professional certificates if any
- Copy of National ID or Passport.
- At least three (3) professional references.

Applications should be submitted to recuitment@jalisc.rw no later than 25th August 2026. **Only shortlisted candidates will be contacted.**

Approved by:

NDAKAZA Emmanuel

Managing Director