

REPUBLIC OF RWANDA

Kigali, ..... 016 FEB 2016

N° ..... S.03883/12/16/AG



MINISTRY OF FINANCE AND ECONOMIC PLANNING  
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The Chief Budget Manager

..... LOCAL GOVERNMENT ENTITIES

Dear Sir/Madam

**RE: Enrolment for Profession Qualification Program - June 2016 Examination**

The Government of Rwanda has been implementing its Public Financial Management Reform program (PFM) under the Ministry of Finance and Economic Planning (MINECOFIN).

Among the key areas of Reform is the capacity building of its human resources where accounting Officers (*Directors of finance, Accountants, Revenue Officers, Budget Officers and Auditors*) are sponsored to undertake Professional Qualification Program including ACCA, CPA®, CAT® and IPSAS Certificate.

It is in this regard that I do request your office to kindly propose applicants for the current enrolment- June 2016 Examination Diet. In addition to above mentioned Accounting Officers, **District Corporate Services Division Manager, Accountants of District Hospital, Accountants for District Pharmacy and Accountants of Sectors** are also allowed to apply.

The Ministry has also introduced a technical short course in International Public Sector Accounting Standards (IPSAS) for accounting Officers who have completed professional qualification courses such as ACCA, CPA®, CAT®, etc. or those with difficulties which prevent them to undertake CPA® Program. Those in this category are also encouraged to apply for this program.

Attached is the Information sheet to guide on the enrolment schedule to facilitate compliance with the set timelines.

Sincerely,

  
**Marara Shyaka Patrick**  
Accountant General



CC:

- Permanent Secretary and Secretary to the Treasury
- Permanent Secretary- Ministry of Local Government
- Permanent Secretary- Ministry of Health

## Information sheet

Below are the procedures to enable compliance with the set timelines:

### **1. Students who are already registered with ACCA, CPA® or CAT® and currently not sponsored by MINECOFIN)**

To qualify for one of the Accounting Profession Qualification (ACCA/CPA®/CAT®) sponsorship, student must:

- Apply for sponsorship clearly indicating his/her entity, designation, nature and scope of financial management responsibilities;
- Have his/her applications endorsed by his/her Chief Budget Managers;
- Provide a printed statement of account from the ACCA, CPA® or CAT® website
- Must have paid all the outstanding balances (having ACCA, CPA® or CAT® account with zero balance).

### **2. Prospective new Candidates who are not yet registered in “CPA®”: (Corporate Services Division Managers, Directors of finance, Accountants, Revenue Officers, Budget Officers, Internal Auditors and Hospital Chief Accountants at District Level)**

To qualify for CPA® Accounting Profession Qualification sponsorship, prospective Candidate must:

- Apply for sponsorship clearly indicating his/her entity, designation, nature and scope of financial management responsibilities;
- Have **his/her applications endorsed by his/her Chief Budget Managers;**
- Provide **notified copies of his/her university certificates and academic transcripts** (if original document is in French, an English translation must be provided).
- Application must have full address and contact of the applicant (phone number and e mail address)
- **Sit for and pass an admission test.**

### **3. Prospective new Candidates who are not yet registered in “CAT®”: (Districts Hospital Accountants, Districts Pharmacy Accountants and Accountants of Sectors)**

To qualify for CAT Accounting Profession Qualification sponsorship, prospective Candidate must:

- Apply for sponsorship clearly indicating his/her entity, designation, nature and scope of financial management responsibilities;
- Have **his/her applications endorsed by his/her Chief Budget Managers;**
- Provide **notified copies of his/her university certificates and academic transcripts** (if original document is in French, an English translation must be provided).
- Application must have full address and contact of the applicant (phone number and e mail address)
- **Sit for and pass an admission test.**

#### **4. Prospective new Candidates in a technical short course - IPSAS**

To qualify for a technical short course in International Public Sector Accounting Standards (IPSAS) sponsorship, prospective student must:

- Have a **qualification in other professional courses**: ACCA, CPA, CIA, CIMA, etc or being a Corporate Services Division Manager, Director of Finance, and any other accounting officer with difficulties which prevent him/her to undertake CPA Program ;
- Apply for sponsorship clearly indicating his/her entity, designation, nature and scope of financial management responsibilities;
- Have his/her **application endorsed by his/her Chief Budget Managers**;
- Provide **notified copies of his/her university certificates and academic transcripts** (if original document is in French, an English translation must be provided);
- Application must have full address and contact of the applicant (phone number and e mail address)

#### **5. Application and Admission Schedule**

**Below is the application and admission schedule for the June 2016 intake for CPA® professional accountancy sponsorship program:**

<b>No</b>	<b>Activities</b>	<b>Deadline</b>
1	Submission of the Application	10 March 2016
2	Admission test	15 March 2016
3	Publishing Results	17 March 2016
4	Registration	18 – 24 March 2016
5	Starting Classes	25 March 2016

**All applications must be in writing and titled “Application for CPA®, CAT or IPSAS Training Sponsorship” and addressed to the following:**

**Accountant General  
MINECOFIN  
P.O Box 158 Kigali**

**Any applications received after the deadlines will not be considered.**

#### **6. Accounting Profession Qualification and their maximum time to be accomplished**

<b>No</b>	<b>Courses</b>	<b>Maximum</b>
1	Chartered Public Accountants (CPA®),	4 Years
2	Certified Accounting Technicians (CAT)	4 Years
3	Certificate in International Public Sector Accounting Standards (IPSAS)	1 Year

**7. All application must show Candidate's information as detailed in the table below:**

Provide a list of candidates with their details as following:

No	Names	Position	E mail	Phone number	Program to be sponsored for
1					
2					

**Do not hesitate to contact us if any further clarification needed:**

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