

# Finance and Administration Manager

Location: [Africa] [Rwanda]

Town/City: Kacyiru Sud

Category: Finance

Job Type: Open-ended, Full-time

## JOB OPPORTUNITY

### FINANCE AND ADMINISTRATION MANAGER

World Vision is a child-focused Christian humanitarian organization implementing development programmes in 28 Districts of Rwanda. Our interventions are currently reaching more than 1.5 million people.

World Vision Rwanda seeks to hire a highly-qualified, dedicated and experienced national for the role of Finance and Administration Manager. This critical position will be based in Kigali, reporting to the Chief of Party (CoP).

#### **Purpose of the position:**

The Finance and Administration Manager is responsible for the financial and administration management of an upcoming USAID - funded WASH program from start-up through close-out. S/he ensures proper financial management, accountability, planning, and reporting in alignment with the goals of the grant, World Vision financial and administration procedures, USAID regulations, and the grant agreement. **Please note that this position is contingent upon funding and donor approval.**

#### **The major responsibilities include:**

--	--	--

<b>% Time</b>	<b>Major Activities</b>	<b>End Results Expected</b>
10%	Advise program teams on resource integration options to meet match requirements of grants and on recovery of indirect and field ministry service costs for grants and private funding	Well managed grant budget  Low risk audit reports  Positive feedback from donors
10%	Lead the development of the annual program team operating budget, monitor actual performance, develop project projections and manage administrative tasks of the project	Well managed grant budget  Low risk audit reports  Positive feedback from donors
10%	Review and/or generate financial reports for compliance with grant and donor requirements	Timely and accurate financial reporting for grants
10%	Analyze spending trends and provide feedback and analysis to team leaders and field colleagues on areas with significant over- or under spending	Well managed grant budget  Good audit reports  Positive feedback from donors
10%	Prepare close-out documentation at end of funding cycles in compliance with government regulations	Low risk audit reports  Positive feedback from donors
5%	Support government and World Vision International audits, provide required	Strong compliance to all applicable regulations

	information and facilitate audit recommendations implementation	Low risk audit reports  Positive feedback from donors
10%	Consult Chief of Party and Deputy Chief of Party on cost allocations, general accounting, internal controls and administrative systems as required	CoP and DCoP are equipped to make sound financial decisions
5%	Implement financial policies in accordance with World Vision Field Financial Manual, USAID Rules and Regulations and local financial regulations	Strong compliance to all applicable regulations
5	Practice standard financial systems, including implementation of good internal controls, asset monitoring and reconciliation of all funds accounts	Strong compliance to all applicable regulations
5	Oversee preparation of financial documents and ledgers	High quality financial reporting
5	Assure that all grant policies and regulations are adhered to in the charging of cost	Strong compliance to all applicable regulations
10	Assure that cash transactions are well planned, controlled and reported	Low risk audit reports regarding cash management in grant  Positive feedback from donors
5	Liaise with appropriate partner	Strong alignment and

	offices regarding financial and accounting issues	collaboration with donor representatives and NO finance manager
	Perform other duties as assigned by line manager	

**Minimum education, training and experience requirements to qualify for the position:**

- Master's degree in accounting, finance, or international business management
- ACCA, CPA or other professional accreditation
- At least seven years of accounting and/or grants management experience
- At least five years' experience managing staff
- Three years USAID grant experience
- Excellent command of Excel and SunSystem
- Fluency in English, both written and spoken
- Must be able to work in a cross-cultural environment
- Must be able to work with multiple deadlines and high demands
- Ability to handle sensitive and confidential information with absolute discretion

**Preferred Skills, Knowledge and Experience:**

- Work in an international relief and development organization is preferred

- Gateway to Grants certification is preferred
- Knowledge of local taxation laws is preferred
- Experience in managing inter-agency consortiums is preferred

**Salary:**

The salary is commensurate with qualifications and experience.

**NB: Women are highly encouraged to apply.**

**How to apply:**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-rwanda>

If this is your **first time applying online** via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process.

**All applicants must apply using our online application system,** CVs received via email or standard post will NOT be considered.

In case you face any challenges in applying, please let us know on [wvrwanda-recruitment@wvi.org](mailto:wvrwanda-recruitment@wvi.org) (no applications will be accepted through this email).

The closing date for submission of applications is **27 October 2020; no late applications will be accepted.**

World Vision is committed to adult and child safeguarding and does not employ staff whose background is not suitable for working with children and vulnerable adults. All employment is conditional upon successful completion of all applicable background checks, including criminal record checks.