



JOB TITLE: FINANCE ASSISTANT

Umuhuza Background:

Umuhuza is a Non-Governmental Organization founded in 2005 and recognized by the Rwanda Governance board in the official gazette n° 50 bis with legal personality n° 104/2014. Umuhuza aims to foster a culture of peace through education focusing on educating parents of young children to promote improved childhood development and create peaceful citizens. Currently the organization is working in the Western Province in Ngororero District, in the Northern Province in Gicumbi District and in Kigali city in the Kacyiru sector of Gasabo District. To support and maintaining Umuhuza's growth, we are looking for a **Finance assistant** to support Finance and administration manager for our finance operating.

MAIN FUNCTION:

The Finance assistant will be responsible for maintaining the Umuhuza's accounting, ensuring that all guidelines, procedures and routines of UMUHUZA in the areas of finance are followed so as to provide effective support for all UMUHUZA's program activities at Kigali office. The finance assistant will also support the Finance and administration Manager in recording and retrieving financial details of the organization, including maintaining financial records, processing payments and cash handling.

SCOPE OF ROLE:

Reports to: Finance and Administration Manager

DUTIES AND RESPONSABILITIES:

- Assume responsibility for making payments are required by check, bank transfer in accordance with the guidelines outlined within the UMUHUZA finance manual;
- Record systematically and regularly all transactions in QuickBooks system with speed and accuracy
- Maintain cashbook for bank accounts; verifying receipt of supplies;
- Attach relevant supporting documents to all vouchers for payment;
- Update regularly check book register;
- Filling for all financial documents
- Addressing all issues of a finance nature and providing all relevant information to meet demands.
- Work closely with the Finance Manager to ensure smooth operation of all finance matters
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Plan, organize and manage own workload to ensure your contribution to the organization's monthly/quarterly an annually financial reporting process is achieved in a timely and accurate manner
- Perform monthly bank& cash reconciliation
- Support in resolution of finance related queries
- Assist with end of year preparation and procedures and external audit activities
- Provide financial support to program team members
- Any other duties that may be deemed appropriate to this role

Child Safeguarding

- Understand the provisions of the Child Safeguarding Policy, Code of Conduct and Local Procedures and conduct oneself in accordance with the rules of the Child Safeguarding Policy, in personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure that all project activities carried out are considered in relation to prevention of sexual exploitation and abuse and handling of serious complaints in line with the child safeguarding policy.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general and be vigilant about observing possible child abuse/harm in their personal and professional lives.

General:

- Comply with Umuhuza policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Perform other duties, as assigned by supervisors

SKILLS AND BEHAVIOURS (our Values in Practice)

Mutual Respect:

- Treats all people(beneficiaries ,colleagues, partners,) with dignity and respect
- Actively consults and listens closely to team members, fellow staff, and partners
- Handles conflicts in a constructive and supportive manner
- Seeks first to understand others' needs, ideas and suggestions

Honesty and Integrity:

- Honest, encourages openness and transparency, builds trust and confidence
- Displays consistent excellent judgement

Justice :

- Considers whether decisions and actions will advance justice, peace, and solidarity
- Uses resources justly, equitably, and efficiently
- Inclusiveness/gender

Solidarity:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.



Commitment:

- Committing to Umuhuza's mission for his/her selves and the team, takes responsibility for his/her own personal commitment and encourages the team to do the same
- Future orientated, thinks strategically and on a global scale

QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor's degree in accounting or Finance;
- Minimum three years working experience with NGOs in finance department;
- Excellent computer skills, including Microsoft Word and Excel;
- High level of both spoken and written Kinyarwanda and English;
- Strong social and communication skills;
- Knowledge of accounting software QuickBooks;
- Demonstrating understanding how to manage grants;
- Willingness to work within a team on diverse tasks and activities; Flexibility and a positive attitude;
- Strong social and communication skills;
- Commitment to the organization's mission, goals and values;
- Understanding of accounting processes and procedures
- Able to work effectively with minimal management guidance/supervision

If you meet all the above criteria, please submit your hard copy of degrees and CV together with a cover letter including telephone and email contact and details of three referees (one of whom should be your current or most recent employer) to **Umuhuza Kigali office near to MINAGRI** Kacyiru Sector/ Kamatamu cell, Uruhongore Village/ PO Box 2030 Kigali, KG 571 ST

Please note that :

The deadline for the submission your application is 29th February 2016 at 5:30pm

The applications which do not meet the specified minimum requirements or are received after the closing date will be rejected.

Only short listed candidates will be contacted.

This announcement is available to www.umuhuza.org and www.rencp.org