

Job Posting – Finance Manager

Closing Date: November 10th 2017
Organization: Right To Play International
Department/Division: Finance
Work location: Rwanda- Kigali

BACKGROUND:

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in 18 countries, Right To Play transforms the lives of more than one million children each week, both inside and outside of the classroom. In addition to our work with children, Right To Play advocates with parents, local communities, and governments to advance the fundamental rights of all children.

Right To Play is headquartered in Toronto, Canada and has operations in North America, Europe, the Middle East, Africa and Asia. Our programs are facilitated by more than 550 international staff and 15,800 local volunteer Coaches.

The Africa Regional Office located in Kampala, Uganda, supports 8 country offices including; Burundi, Ethiopia, Ghana, Mali, Mozambique, Rwanda, Uganda and Tanzania.

The Rwanda Country Office is currently searching for a qualified and self-driven candidate to join a team of professionals in Rwanda as Finance Manager.

JOB SUMMARY:

The Finance Manager reports directly to the Country Director (CD) and has functional reporting lines to the Director Africa Finance and Business Administration (DAFBA). The incumbent is responsible for the proper implementation of financial procedures in all Right To Play programs in the country of operation. The incumbent is responsible for overseeing and maintaining effective and efficient accounting and financial records, financial management and ensuring financial compliances for the sub-offices in the country of operation. He/she is responsible for preparing financial reports for local management, preparing the payroll and maintaining accounts payables.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Financial management, planning and budgeting (35% of Time):

- Leads, manages and oversees all technical and managerial aspects related to finance, grants management, results based finance and other financing instruments.
- Provides high quality leadership and E-managerial oversight.
- Designs and implements effective management oversight methods and techniques to monitor progress on implementation.
- Oversees financial department employees including financial assistants. Participates in the yearly financial planning in the country of operation; supports the program team in preparation of proposal and operational budgets and translation of the program activities into figures; supports the Program Manager (PM) in adequate communication of the plan to program staff and partners.
- Ensures that all staff are aware of the financial accountabilities; communicates on financial expectations and provides constructive feedback on forecasts and expenditures; coordinates with country officers to set a yearly activity plan for upgrading staff financial skills and capacity and leads the implementation; ensures that all project staff are familiar with the roles and responsibilities in relation to financial management and accountability; organizes workshops and leads the financial discussion during planning meetings.
- Stays abreast on program priorities and makes occasional field trips to monitor finance related issues and procedures. stays abreast on the latest development in tax and other related laws in the country; ensures that RTP complies with all Government statutory regulations including licensing payment of taxes and social security fund; ensures timely submissions of such deductions to the relevant authorities.
- Monitors financial reports and project cost reports/invoices against budget and contract requirements, alerts management team of necessary contractual or management actions based on that review; identifies financial tracking and analysis tools as needed to support decision-making and on-going management review. On a monthly basis, calculates variances with Country management and reports to the ADFBA; takes appropriate steps to correct variances, according to the CDs directions; ensures respective staff understand variance implications and how to respond to and manage them effectively. Seeks out methods for minimising financial risk to the project and programs across the country.
- Upholds the 0-tolerance for fraud policy and provides guidance to the Country Director as necessary.

Job Responsibility #2: Planning, Budgeting and Forecasting (10% of Time):

- Review and analyse yearly Country and Project financial planning and supports the program team in preparation of proposal and operational budgets and translation of the program activities into figures; supports the Program Manager (PM) liaising with Projects and partners in the process of budget reviews, analysis and templates. Advise CD & PM on cost recovery methods and techniques.

- Prepares the annual budget for the Country Office and supports the CD and Country team in reviewing the budget of all Projects before submitting to RO/HQ.
- Ensures the effective management and monitoring of the annual budget for the CO and all Projects and maintains strict control of all expenditures through performance-to-budget analysis on a monthly basis.
- Prepares cash flow projections in accordance with procedures, and manages the cash flow of the country program in order to ensure that (a) sufficient funds are always available, and (b) management is properly aware of the total funds available.
- Where required, submits requests for installments of funds from funding agencies in a timely manner, ensuring a reliable cash flow for the program.
- Based on sound business judgement & analysis, provides advice on business process and changes that will result in operating efficiencies.
- Coordinates and supports annual external audits and any possible Internal and Donor Audits, ensuring all supporting documents are available for auditors to review and responds to auditor's requests.

Job Responsibility #3: Accounting, Financial Report Preparation & Analysis (15% of Time):

- Analyses financial transactions and prepares journal entries for accrual, prepayments, corrections and adjustments; and performs monthly review of country balance sheet reconciliations schedules and preparing the CO part and submits to RO on a monthly basis
- Reviews and analyses Country/Project office monthly financial reports (verifying the coding, arithmetical accuracy, documentation, authorization) and subsequent feedback to ensure timely submission to Region.
- Performs detailed account analysis, recommend improvement; identify issues and trend analysis to ensure accuracy and timely clearing of receivables and liabilities.
- Prepare monthly Project Budget vs Actuals –BvA report and analysis; ensures respective budget holders understand the variance implications and how to respond to and manage them effectively. Identifies additional financial tracking and analysis tools as needed to support decision-making and on-going management review.
- Reviews actual expenditure against the budget on a monthly basis and calculate variances; takes appropriate steps to correct the variances in consultation with the CD and prepares related memos.
- Reviews actual expenditure against the budget on a monthly basis and calculate variances; takes appropriate steps to correct the variances in consultation with the CD and prepares related memos.
- Prepares all mandatory monthly and yearly accounts, ensuring that accounting policies are properly and consistently applied and submits such accounts in accordance with the deadlines in the RTP Finance Manual.
- Prepares monthly finance reports for the CD of RTP Program and the RTP Africa Regional Office in Uganda in accordance with Finance Manual.

- Prepares separate financial reports for funding agencies in accordance with the terms of the contracts.
 - Performs year-end financial statements, arranges and ensures their compliance with RTP and donor requirements. Participates in the annual financial audit ensuring all supporting documents are available for auditors to review; responds to auditor's requests, as well as any internal or donor audits.
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Job Responsibility #4: RTP Financial guidelines, Procedures and Policies (5 %):

- Trains non-finance and Finance team on financial policies and procedures and ensures compliance with those policies; ensures FAs also build the capacity of non-program staff on RTP financial policies
- Ensuring compliance with legal and grant regulations and RTP financial management policies and procedures including Finance Manual, Personnel Policies and other local Regulations; reviewing monthly exception reporting in conjunction with Country Director & Program Manager to understand performance issues on grants highlighted
- Ensures effective and efficient functioning of financial operations and systems in the CO and all Project offices.
- Keeps himself/herself up to date on current legislation relating to staff compensation and other relevant information related to finance.
- Serves as custodian of the finance and systems section of the review tool.

Job Responsibility #5: Team management & capacity building (10% of Time):

- Provides functional supervision to finance staff and Logistics in all the respective Projects and participates in their performance appraisals.
 - Ensure Country and Project finance staff have the right finance skills and experience to carry out their roles.
 - Conducts support visits, expenditure verification exercise and provides necessary training, coaching and capacity building to FOs.
 - Contributes in team-based effort to improve financial management systems to enhance to achievement of organizational objectives.
 - Providing ongoing support and coaching to strengthen the finance team's performance towards serving stakeholders' needs, and the performance of finance professionals within the COs & Projects. Setting performance objectives and developing action plans with direct reports to achieve goals
 - Provides the necessary feedback to the direct reports and completes their performance appraisals.
 - Assisting with financial staff recruitment across the Country, to ensure quality and competent finance functions
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Job Responsibility #6: Payroll Management(5% of Time):

- Monitors the payment of salaries and allowances of local staff; ensures the timely payment of taxes, insurance and benefits, and ensures the maintenance of payroll records.
 - Ensures that all staff settles advances and/or loans in line with established policy and procedures and that all accounts are settled at the time of termination of service.
 - Ensures all financial files are complete and up to date including Rwanda Social Security (RSSB) Funds and Taxes.
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Job Responsibility #7: Management of Cash and Bank transactions (5% of Time):

- Oversees the daily management of financial transactions; assists the CD in the monitoring and follow up of project finances in the country; supervises all cash disbursements, banking reconciliation, accounts payable and payroll and ensures that there are adequate controls over cash and bank holdings; oversees routine banking services.
 - Monitors petty cash accounts including the spot checking of balances and payments.
 - Ensures and follows up on bank matters and maintains an accurate record of all income and expenditures.
 - Tracks incoming wire transfers and reports any delays or discrepancies to the CD immediately.
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Job Responsibility #8: Administrative and logistics functions (10% of Time):

- **Purchase request**- ensures whether proper purchase related templates are used and all purchases are correctly analysed and adequate supporting documents are well maintained as per the checklist and aligned with Policies.
- **Travel Authorization** - ensures proper Travel related Templates are used and travel related data are properly reviewed, analysed and adequate supporting documents are well maintained as per the Policies.
- Ensure Fixed Assets register is in place and updated bi-annually and reported to RO office
- Ensure all expenses are authorized and approved in line with In Filed Authorization Policy; For instance, CDs expenses should be approved by VP Africa
- Generates financial reports to different stakeholders when required.
- Oversees the administration and Logistics functions to ensure compliance with RTP financial management and procurement procedures.

Job Responsibility #9: Performs Other Duties (5% of Time):

- Performs other duties as assigned.
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MINIMUM QUALIFICATIONS (must have):

EDUCATION/TRAINING/CERTIFICATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Business Administration, Finance, Accounting or related discipline.
- 4 years' experience in a similar role, working in an accounting department. Experience in developing budgets.
- Excellent MS Office: Outlook, Word, Excel, and PowerPoint
- Familiarity with accounting software
- Proven ability in using financial management software

DESIRED QUALIFICATIONS (Asset to have):

- Knowledge of ACCPAC accounting software
 - CPA, ACCA or CMA or other related designations
 - Superior bookkeeping skills
 - Previous experience working in I/NGO
 - Experience managing a direct report(s)
 - Experience in budgetary management, forecasting and financial control
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COMPETENCIES/PERSONAL ATTRIBUTES:

- Attention to detail and ability to plan and implement work plan with minimum supervision
 - Good networking and interpersonal skills
 - Ability work with large data with attention to details
 - Ability to work efficiently under tight deadlines and pressure
 - Excellent communication and reporting skills
 - Strong analytical abilities and ability to prepare concise and informative financial reports.
 - Excellent reporting skills
 - Good professional verbal and written communication skills.
 - Ability to work as part of a team in culturally diverse professional staff
 - Leadership and management skills
 - Results oriented and committed to accountability
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SPECIAL CONDITIONS:

- Ability to travel locally and internationally is required
- Ability to legally work in Rwanda, without sponsorship.

Note: The successful candidate will be employed as a local staff member of Rwanda.

Compensation and benefits will follow the local package. This is not an international position.

Compensation: We offer a competitive salary and benefits package

Employment Start Date: Immediately

Contract Duration: Long term engagement based on performance and availability of funds

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to: RwandaHR@righttoplay.com and kindly include “**Finance Manager**” and **your name** in the subject line. While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play is a child-centered organization.

Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

For more information, follow [@RightToPlayIntl](https://twitter.com/RightToPlayIntl) and visit www.righttoplay.com