

**Job Posting – Rwanda Finance Coordinators**

**Organization:** Right To Play International  
**Department/Division:** Finance  
**Work location:** Bugesera, Kayonza , Ruhango

**I. 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 3 qualified and self-driven candidates to join a team of professionals in Rwanda as Finance Coordinators.

**II. JOB SUMMARY:**

The Finance Coordinator reports directly to the Finance Manager (FM) at CO level and administratively report to Project Officer at Project level. The incumbent is responsible for providing supports to the FM/ FO in financial administration tasks such as data entry, processing transactions, ensuring all transaction supporting documents are complete and properly filed and reconciling bank accounts entries. In addition, the incumbent supports the HR related functions in the respective country.

**III. PRIMARY RESPONSIBILITIES:**

**Job Responsibility #1: Accounting (70% of Time)**

- Ensures that all documents are complete with the appropriate supporting documents, reviewed and approved before processing for payment.
  - Ensure timely submission of Monthly project expense reports.
  - Filing of vouchers and send the vouchers to Finance at country office on a monthly basis.
  - Ensures that all payments are made on time.
  - Review bank transactions to ensure all the cheques are processed; files hardcopies and prepare bank reconciliation.
  - Record all financial transactions into the RTP Daily Expenses Log (DEL) or record financial transactions in accounting system (Sage ACCPAC or ERP) at country level.
  - Support FM and perform monthly balance sheet reconciliations at country level.
  - Responsible for budget follow up and the correct use of all the donor codes.
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**Job Responsibility #2: Financial implementation and management (15% of Time)**

- Provides assistance in preparing year-end accounts in line with regulatory requirements ready for audit.
  - Updating financial elements of RTP risk register.
  - Ensures the Organization complies with the financial requirements of the Donors.
  - Assists with preparing budgets for funding application, forecast and annual budgets of the organization.
  - Supports FM/FO on staff trainings on RTP rules, policies and procedures and donor requirements.
  - Supports partners and RTP staff on RTP policies, donor compliance matters and ensure timely submission of reports that are accurate and complete.
  - Maintains and tracks cash advances and ensure all amounts are reconciled and liquidated.
  - Support FM in tracking salary advances in coordination with HR.
  - Support Project team in proposal budget preparation and donor financial reporting.
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**Job Responsibility #3: Cash and Banking (5% of Time):**

- Do regular surprise cash counts from cashier, where applicable.
  - Perform cash and bank reconciliations whenever applicable.
  - Reviews all petty cash expenditures and replenishment requests when two-thirds of the money is spent.
  - Following the policies in place, process payments to service providers.
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**Job Responsibility #4: Administration (5% of Time):**

- In coordination with the logistic, perform vehicle or motorcycle mileage analysis wherever applicable.
  - Maintain Fixed asset register and update the register every six months.
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**Job Responsibility #5: Performs other duties as assigned (5% of Time)**

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**IV. MINIMUM QUALIFICATIONS (must have):**

**a. EDUCATION/TRAINING/CERTIFICATION**

- Bachelor's degree in Accounting, Finance, Business Administration or related discipline.
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**b. EXPERIENCE:**

- 3 years' experience in accounting and knowledge of grant management.

**c. KNOWLEDGE/SKILLS**

- Proficiency in use of Microsoft applications, including Excel and Word
- Good skill at using financial software applications.
- Skilled in maintaining documentation.
- Good written and oral communication skills.
- Good knowledge of accounting and Human Resources practice, policies and procedures
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**V. DESIRED QUALIFICATIONS (Asset to have):**

- Previous work experience with an I/NGO.

**VI. COMPETENCIES/PERSONAL ATTRIBUTES:**

- Ability to work independently with little supervision.
- Ability to work well under pressure and deadline.
- Integrity and details focused.
- Ability to multitask and work within deadlines.
- Good analytical skill.
- Ability to work with staff at all levels

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<b>Compensation:</b>	We offer a competitive salary and benefits package
<b>Employment Start Date:</b>	Immediately
<b>Contract Duration:</b>	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](mailto:RwandaHR@righttoplay.com) and kindly include "Finance Coordinator" with desired location 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.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com)