

## Job Description

<b>Job Title:</b>	<b>Finance Administrator</b>
<b>Reporting to:</b>	<b>Acting Country Director</b>
<b>Based at:</b>	<b>Kigali, Rwanda</b>
<b>Posting period:</b>	<b>2 days a week</b>
<b>Remuneration:</b>	<b>4,452,000 RWF per annum (inclusive of 20,000 RWF monthly transportation allowance)</b>

### About Chance for Childhood:

Founded in 1992, Chance for Childhood (CfC), a registered INGO in the UK and Rwanda, strengthens and empowers local communities to protect children facing the gravest injustices and ensure that they can enjoy their rights to the fullest. Currently CfC works in 7 Sub-Saharan countries (DR Congo, Ghana, Kenya, Mozambique, Rwanda, Uganda, and Zambia) promoting inclusive education and justice for some of the most vulnerable children such as those with disabilities. In addition, CfC pays particular attention to children in the street as well as displaced settings, as these children are faced with multiple barriers to realising their rights.

In 2017, CfC successfully registered as an INGO in Kigali, Rwanda, setting up a regional office to strengthen their programmes management, advocacy activities and regional fundraising.

### Purpose:

Chance for Childhood is seeking an enthusiastic and self-motivated individual to support the financial and administrative tasks in their Rwandan office.

Following the registration of CfC in Rwanda, there is a need to ensure the smooth financial upkeep of the regional office whilst meeting the national governance requirement for INGOs in Rwanda.

The Finance Administrator will spend 2 days a week managing the finances of the office, programme finances, and supporting procurement and administrative tasks as required.

### Main Responsibilities:

#### Programme Finances (50%)

- Review and respond to Rwanda project partner quarterly financial reports in a timely manner
- Support the timely financial reporting to donors as required, ensuring expenditures are in line with budgets
- Carry out due diligence checks with new and existing project partners
- Support Rwanda Programme Manager in developing new project budgets
- Provide sound budgeting advice to ensure cost-effectiveness and good value for money

#### Office Financial Oversight (30%)

- Maintain monthly accounts of CfC Rwanda office finances using SAGE, complying with Rwandan accounting law and regulations for INGOs
- Reconcile monthly bank and petty cash accounts
- Ensure that financial systems are effective and secure, and that deadlines are met
- Prepare monthly financial reports to CfC UK
- Prepare bi-annual financial reports to Rwandan Governance Board to meet INGO reporting requirements
- Produce timely projections and analysis to ensure budgetary oversight and strategic decision-making, liaising closely with Financial team in the UK
- Support Rwanda Country budgeting process, and help monitor and revise as appropriate
- Undertake appropriate research and draft financial handbooks

#### Organisational Administration (20%)

- Ensure that annual audit is carried out effectively and timely, and follow Rwandan guidelines for submission of annual report if appropriate
- Maintain meticulous and secure filing system
- Undertake appropriate research and draft office procurement policy complying with best practice and Rwandan law
- Conduct procurement activities for office (visibility) materials and occasionally programmes, advocacy and / or fundraising related needs whilst following procurement procedure
- Assist in making travel and accommodation arrangements for CfC Rwanda staff in and outside of Rwanda and occasionally CfC UK visitors in Rwanda
- Lead the search for new office space in Kigali
- Manage lease of premises, including utility requirements
- Oversee the development and maintenance of IT and office systems

#### Qualifications:

##### Required

- Minimum of 3 years experience in a financial and administrative position
- Certified accountant qualification
- Possess knowledge of International Financial Reporting Standards
- Excellent competency in using SAGE for accounting and reporting
- Ability to summarise and communicate detailed financial reports for donors and / or stakeholders
- Experience in managing programme budget and expenditure
- Experience in managing payroll within an INGO in Rwanda
- Excellent competency in using Microsoft Office software (i.e. Excel, Word)
- Possess a strong understanding of the accounting and HR duties and regulations under which INGOs operate in Rwanda
- Excellent written and spoken competency in both English and Kinyarwanda
- High level of accuracy and attention to detail
- Flexible and ability to work with a diverse team
- Excellent communication skills

**Desired**

- Knowledge of Quickbooks
- Experience working in a children's INGO in Rwanda
- Interest in children's rights and protection; international development; social protection
- Fluency in French

Rwandan nationals are encouraged to apply. We are only accepting applications from candidates who are legally permitted to work in Rwanda.

**To apply:**

Please send in a one-page Letter of Motivation and a two-page CV in English to Connie Wu, [connie.wu@chanceforchildhood.org](mailto:connie.wu@chanceforchildhood.org)

Shortlisted candidates are requested to review Chance for Childhood's Child Protection Policy. Please download the policy via link: <https://chanceforchildhood.org/wp-content/uploads/2015/07/Chance-for-Childhood-Child-Protection-Policy-2017.pdf>

Successful candidate must review and agree to comply to Chance for Childhood's Child Protection Policy prior to starting the position, including having a clean local Police Clearance check.

Chance for Childhood is an equal opportunities employer.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted. A competency exam will be given to shortlisted candidates from the first round followed by a final interview.

**Deadline to apply:**

28 February 2018 23:59 Central Africa Time (GMT +2)