

Jobs Posting – Finance Assistant

Organization: Right To Play International

Work Location: Kigali

I. BACKGROUND:

Right To Play is a global organization, using the transformative power of play to educate and empower children facing adversity. Through playing sports and games, Right To Play helps over one million children learn through play to create better futures, while driving lasting social change in more than 20 countries each week.

Since 2016, Right To Play is implementing the Government Affairs Canada funded-*Play for the Advancement of Quality Education* (PAQE) program. This program is addressing the educational needs of over two million vulnerable and marginalized children and youth in Ghana, Mozambique and Rwanda. The PAQE program aims to improve educational attainment and participation for children and youth aged 2 to 15 through a sustainable and replicable child-centred, play-based learning model. This ultimate outcome will be achieved through focused interventions at the school, community and policy level that result in:

- Improved positive participatory and gender-sensitive learning environments that promote play-based learning;
- Improved commitment of community stakeholders to address barriers to education, and;
- enhanced policy and regulatory environment for the delivery of gender-sensitive, child-centred, play-based learning policies and practices across communities

To implement such a program, Right To Play seeks to recruit skilled **female or male** Finance Assistant at the Country office that would meet the following expectations.

MAIN PURPOSE AND SCOPE JOB SUMMARY.

The Finance Assistant reports directly to the Finance Officer (FO). The incumbent is responsible for data entry, processing transactions in Accounts Payable, General Ledger and Accounts Receivable, reconciling Bank Accounts entries and Official Receipts booklet, compiling vendors' tax files or payment and ensuring that all transactions and supporting documents are complete and properly filed.

II. PRIMARY RESPONSIBILITIES:

RESPONSIBILITIES

Time%

In accordance with Right To Play (RTP) approved policies and procedures, the incumbent:

1.	<p>Financial management</p> <ul style="list-style-type: none"> • Performs three-way match in comparing invoice with purchase order and goods received note before processing any payment. • Ensures all documents are complete, with the appropriate supporting documents, reviewed and approved before processing for payment. • Reviews transaction-supporting documents to ensure that all are complete and properly filed accordingly. • Ensures that all payments are made on time. • Follows up on the bank transactions to ensure all processed; files hard copies and generates reports. • Posts all financial transactions into the RIGHT TO PLAY Daily Expenses Log (DEL) and then imports all data to ACCPAC. • Prepares all bank transfer related to staff salaries. • Produces monthly bank reconciliation statements and consolidates these in hard copy for review by the FO. • Oversees the management of petty cash in the country including bookkeeping • Accounts for all petty cash expenditures and prepares replenishment requests • Recording petty cash transactions and producing appropriate reports on time. • Defaces all transaction supporting documents with “PAID” stamp. • Ensures that all transaction-supporting documents are complete and properly filed at Regional Office in Uganda/Kampala • Maintaining finance filing system. • Ensure that all purchase orders are received into stores and tally with purchase requisitions in terms of quantity and quality before payments are made to vendors. • Compile withholding tax report from vendor 	85%
2.	<p>Time Sheets Database</p> <ul style="list-style-type: none"> • Collects and submits timesheets to the Finance Officer. • Maintains the database for timesheets collected. 	10%
3.	Performs other duties as assigned.	5%

III. MINIMUM QUALIFICATIONS (must have): EDUCATION/TRAINING/CERTIFICATION.

Bachelor's degree in accounting, finance or business administration.

(B) EXPERIENCE

At least 2 years’ experience in accounting, grant management or directly related areas.

IV. DESIRED QUALIFICATIONS (Asset to have):

- Previous work experience with an I/NGO
- Knowledge of ACCPAC and DEL
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V. KNOWLEDGE/SKILLS

- Proficiency in use of Microsoft applications, including Excel, Word
- Good skill at using financial software applications
- Skilled in maintaining documentation
- Good written and oral communication skills
- Good knowledge of accounting practice, policies and procedures

IV. 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

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 Assistant" 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