



## Urugo-Women's Opportunity Center

**JOB TITLE: Finance, administration, HR Manager (FAHM)**

**Vacancy Announcement: Kayonza, April 1<sup>st</sup>, 2025**

**Urugo-Women's Opportunity Center is recruiting for positions in finance, administration, HR Manager.** This position is open to all interested candidates/all sources and is available to start immediately at its Kayonza Headquarters. The Finance, Administration, HR & Logistics Manager is among the top positions in the WOC and is a member of the Senior Management Team (SMT).

The **Finance, Administration and HR Manager**, is responsible for ensuring that all finance, administration, HR, and logistics policies and procedures are in place and correctly implemented. The finance, administration, HR, and logistics Manager works closely with the Executive Director and program and production teams. This position also involves overseeing logistics. The **finance, administration and HR, Management** position requires a broad set of skills, including the Ability to work strategically with senior Management, review financial statements, work with computing software(s), and facilitate other financial and logistical transactions. Specific duties include but are not limited to:

### **DUTIES AND RESPONSIBILITIES**

#### **General Financial Management, Accounting & Reporting:**

- Responsible for timely and accurate submission of monthly financial reporting package to HQ, including standard financial statements and accompanying schedules and grant level reporting.
- Implement, monitor, and evaluate internal controls and compliance procedures.
- Carry out primary communication to Executive Director, the Board and about finance and logistical issues.
- Assist the Executive Director with budget preparation, analysis, and forecasting and ensure program budget and budget projections are timely and accurately reflected in the institutional system.
- Prepare donor grant financial reports as required.
- Provide SMT with timely and accurate Budget vs. Actual analysis reports, including explanations of variances.
- Train staff on financial management policies and procedures and budget coding guidelines for new grants and projects for use on timesheets and coding of payment vouchers.
- Manage cash flow, including timely fund requests. Oversee the Management of the WOC's office petty cash fund and bank accounts, including monthly reconciliation.
- Ensure timely and correct submission of all sub-grantee financial reports following sub-grant agreements and review reports and supporting documentation for reasonableness.
- Ensure that the Annual Audit is carried out promptly as required by the organization.



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- Maintain and monitor an effective WOC Office filing system, including but not limited to bank documents, withdrawal slips, transfer records, bank statements, invoices, timesheets, and payroll records.
- Work closely with the HR & Administration Manager to ensure effective Management of all WOC office service contracts and timely execution of all approved payments to vendors /contractors for goods and services received.
- Ensure that the internal control procedures and donors' regulations are followed for all cash disbursements, receipts, and transfers and include appropriate backup for compliance.
- The FA&HR will have access to sensitive and confidential information and is expected to act with the utmost discretion and integrity

### Compensation and Benefits

- Monitor benefits and compensation administration, ensuring internal equity and compliance with organizational policies and applicable laws.
- Participate in compensation and benefits surveys
- Review proposed salary decisions for both regular staff and contractors; make recommendations to Management based on compensation guidelines.

### Payroll Management:

- The FAHM Manager directly supervises the logistics officer and oversees the effective Management of all country office Fleets and assets.
- Ensure compliance with WOC administration and finance procedure manuals, as well as other logistics policies and procedures, and suggest revisions as and when necessary.
- Oversee maintenance of an accurate and up-to-date asset register and depreciation schedule for all fixed assets and ensure that controls are in place to safeguard assets and physical inventory verification at least annually.
- Oversee effective Management of non-service contracts and timely execution of all approved payments to vendors /contractors for goods and services received.
- Participate in policy-setting discussions with the Senior Management Team and communicate policies to local staff.
- Make recommendations for enhancements to policies and procedures to create operational efficiencies and represent the office during national or global finance meetings and cross-functional policy development working groups.
- Participate in strategy development and annual operational planning and budgeting of the country office.

### Human Resource:

- Support recruitment activities for the WOC as directed by the Supervisor.
- Oversee the Management of personnel records for WOC staff.
- Ensure a thorough orientation of new WOC staff and exit formalities for departing staff.
- Administer and track staff compensation and benefits as guided by WOC policies.

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- Stay abreast of Rwanda Labor Law requirements and new initiatives; alert the Executive Director to any developments that have implications for the WOC.
- Performance manages direct reports in line with WOC's performance management performance appraisal and follows the annual calendar to meet these requirements (periodically).
- Provide coaching, mentoring, and on-the-job training to subordinates and other duties assigned by the Supervisor.

### ***Personnel Management, budget and procurement:***

- Supervise, guide, and manage department and WOC staff in general
- Ensure strict compliance with all established company policies and procedures
- Initiate and manage performance management of staff under their supervision
- Set the annual performance of FAHM in collaboration with the Executive Director
- Ensure performance management of personnel of the FAHM meets the requirements of the WOC
- Conduct annual performance appraisal of the FAHM L staff subjected to the approval of the ED of WOC.
- Conduct regular (i.e., weekly, monthly meetings) with department staff
- Provide coaching, mentoring, and on-the-job training to subordinates
- Supervise timely procurement of goods and services as needed, in accordance with established policies and procedures.
- Maintain good communication and relations with suppliers and service contractors

### ***Risk Management***

- Identify financial risks and recommend mitigation strategies to ensure financial stability.
- Maintain and improve internal controls, ensuring proper financial governance.

### ***Asset Management***

- Supervise the maintenance of the centralized Asset Register to ensure timely and accurate information on all assets always, including assignment of asset numbers to new items upon purchase, tracking the movement/assignment of items to individuals and field offices, condition of assets, etc.
- Supervise the conduct of periodic inventory checks of all assets and at least one physical verification of assets per year; update the Asset Register accordingly.
- Ensuring that disposal of obsolete or damaged assets is properly approved and documented, as per established procedures, and that any sale of assets is conducted according to WfWI policy guidelines and donor requirements, as applicable.
- Coordinate with headquarters to ensure the timely and accurate insurance of all WOC office assets and property through the Management of annual insurance contracts

## ***Stock Management***

- Supervise the maintenance of office supplies storeroom and program supplies storerooms with clear records to track in/out/balance of supplies and an efficient system of replenishment to avoid stock-outs.
- Ensure proper inventory control to prevent loss, damage, or theft of stock.
- Conduct periodic inventory checks of all stock and at least one physical verification of stock per year;
- update stock records accordingly.
- Ensure that all goods received are recorded, stored, and allocated in accordance with the established procedures.
- Ensure that redundant/obsolete supplies are identified and recommended for disposal as appropriate and in accordance with established procedures.

## ***Transport Fleet Management***

- Coordinate the Management of fleet of vehicles.
- Ensure that all vehicles are correctly registered, insured, serviced, and maintained.
- Ensure the most cost-effective and reliable means of transport are used for the timely delivery of supplies to project sites.
- Establish and maintain a system to ensure cost-effective transport of staff in Rwanda, including the coordination of Women for Women International Rwanda vehicles and drivers and the supplemental use of public transport /taxis as needed.
- Oversee the usage of transport by staff, ensuring the completion and approval of Transport Request Forms for all journeys.
- Oversee the rental of vehicles when necessary and according to established procurement procedures.
- Conduct monthly verification of Vehicle Mileage Log sheets.
- Prepare monthly fuel consumption analysis reports for the finance manager to review before recording them into Intact

## **SKILLS AND QUALIFICATIONS**

- Master's degree and other Post-graduate qualifications in finance, accounting, or business management.
- CPA, ACCA, or equivalent designation is preferred;
- Demonstrate knowledge and experience in HR management and personal with concrete examples where they had exercised these functions ( at least 3 years managing HR);
- At least seven (7) years' work experience in an Accounting or Finance position with complete accounting and budgeting responsibilities, preferably within the NGO/ING environment, including at least three (3) years in a management role;



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- Excellent computer skills including spreadsheet, database, word processing, presentation, and email along with data entry experience; proficiency in QuickBooks Pro accounting software;
- Demonstrated experience supervising subordinates is required;
- Highly organized and detail-oriented with strong analytical and problem-solving abilities;
- Ability to handle confidential and sensitive information with discretion is required;
- Ability to work independently, prioritize tasks, meet deadlines, and to take initiative;
- Fluency in written and spoken English is required.

If you are interested in this position, please send your detailed e-mail application, High Academic Degree, CV, and cover letter in English **by April 8<sup>th</sup>, 2025**, to [Careers@urugowoc.com](mailto:Careers@urugowoc.com) Please include the position title in the subject line. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.** Urugo-Women's Opportunity Center (WOC) is an equal opportunity employer, and women and girls are strongly encouraged to apply.

**Evelyn KARAMAGI**

**EXECUTIVE DIRECTOR**