



BUILDING FLOURISHING COMMUNITIES

## Finance and Administration Officer (FAO)

**Job Category:** Grade 5 (Cordaid Rwanda Job Scale)

**Duty Station:** Kigali Head Office

**Employment Type:** Contractual

**Deadline:** 20<sup>th</sup> April 2026

**Supervisor:** (Country) Finance and Administration Manager

**Supervises:** Noone

**Number of Positions:**1

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### Background

Cordaid is an international humanitarian and development organisation that operates in the world's most fragile and conflict-affected regions. In these places, millions of people strive for what everyone deserves: safety, peace, healthcare when needed, a livelihood, and food for tomorrow. Their quest is universal: to live in dignity. We drive lasting change by strengthening essential basic services and systems, with a focus on healthcare, agri-food, and justice & peace. Where disaster strikes, we join our partners in humanitarian action.

Our approach is demand-driven, supporting local communities, civil society organisations, and the local private sector to take the lead in shaping their own future. Rooted in the Netherlands and backed by 250,000 private donors, Cordaid is globally connected through numerous thematic and faith-based networks, among others Caritas Internationalis, CIDSE, and the ACT Alliance.

### Finance and Administration Officer (FAO)

Cordaid is seeking a dedicated Finance and Administration Officer to support the implementation and coordination of activities by ensuring sound financial management, administrative efficiency, and compliance with donor and organizational requirements.

The incumbent is expected to dedicate approximately 90% of their time to financial and administrative management and 10% to acquisition and business development support in collaboration with the national team.

### Key Duties & Responsibilities

#### Administration

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- Review the codes on the payment requisitions before entry into Finance system
- Review of staff accountabilities like travel accountabilities, entry into the system and reconciliation on a weekly basis
- Regularly Process payments through the electronic banking system
- Implement and maintain an effective filing system to ensure that all financial records are easily accessible and readily available
- Check and carry out the petty cash count each Month with the Finance Manager

#### **Finance**

- Post financial expenditures in the system by analyzing, compiling expenditure reports, and presenting them to the Finance Manager.
- Check the correctness of coding, completeness of financial documents and review the payments prior to posting to the financial system
- Manage all supporting documents.
- Verify and certify accurate transactions in accordance with the standard guideline.

#### **Bank management**

- Act as a bank agent
- Manage all bank accounts and review the accuracy of bank reconciliation statements on a monthly basis and follow up on any reconciling item.

#### **Audit Facilitation**

- Facilitating both internal and external audits and the preparation of financial statements for auditors for both office and donor audits.

#### **Integrity**

- Adheres to the code of conduct and Integrity Policies, reports about concerns and follows regular integrity trainings. This is a medium-risk position, with no direct contact with vulnerable communities.

#### **Other**

- Any other duties assigned by the manager

#### **Knowledge, Skills, and Experiences**

- Essential - A degree in Accounting/Finance or related field
- At least 2 years' working experience in a similar position with International NGO's
- Knowledge of finance systems, planning & control, (computerized) accounting, (compliance)
- legislation, reporting standards and languages.

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- Excellent computer skills (MS Office package) and other web-based accounting systems
- Strong financial background with knowledge of different funding modalities
- Good interpersonal & communication skills, including intercultural communication
- Excellent language skills in English
- Stress management and ability to multitask
- Analytical and problem-solving skills
- A good team player
- Able to explain and enforce Cordaid Policies
- Knowledge of the mission and goals of the Cordaid program and security policy.

**Behavioral values and skills:** trustworthy, accountability, problem solving, cooperation, flexibility, creativity, collaboration, etc.

#### Competency

- Personal Integrity
- Creative and Innovative
- Open and outgoing
- Results Oriented
- People skills
- Entrepreneurial and commercial thinking
- Ability to work independently under pressure and proactive work style

#### KRAs

- Financial Administration
- Finance System(s)
- Bank Management
- Audit Facilitation
- File management

#### Others/Extra Details

**Cordaid is fully committed to providing a safe and welcoming workplace to its employees, and to maintain the respect and dignity of everyone that comes into contact with Cordaid. Therefore, Cordaid participates in the *Inter-Agency Misconduct Disclosure Scheme*.**

**For more information about Cordaid's work on integrity <https://www.cordaid.org/en/who-we-are/integrity-and-code-of-conduct/>.**

Applications including a motivation letter and extensive CV in English will be submitted online through [this application link](#) by **20<sup>th</sup> April 2026 at 23:59 PM**.

BIRASA Patrick  
A handwritten signature in blue ink, appearing to read "Patrick Birasa", with a stylized flourish underneath.

