



## Job Description

<b>Position Title:</b>	Senior Finance Officer
<b>Reports To:</b>	Finance & Administration Manager
<b>Supervises:</b>	Finance Officer
<b>Division :</b>	CWS Africa
<b>Department:</b>	Finance & Administration
<b>Team:</b>	Rwanda
<b>Job Location:</b>	Kigali/Rwanda
<b>Grade Level:</b>	Job Grade 6, National

### **Introduction:**

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement, and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

### **Primary Purpose:**

This position is responsible for the daily expenditure, management and maintenance of the RSC Africa financial records in CWS Kigali office, in accordance with the guidelines of DOS/PRM and RSC Africa policies and procedures. The position works closely with the Country Office Finance and Administration Manager, Nairobi-based Finance team, Human Resource staff, and other staff in the Administration and Program Departments.

### **Key Relationships**

#### Internal to CWS

- Finance and Administration Manager
- Finance Officer
- Other team members in administration & program units.

#### External

- Vendors
- Customers
- Banks and any other areas in relation to his/her capabilities.

#### Working Environment

- Office environment. Periodic travel to the field as may be required.

### **Core Job Responsibilities:**

#### ***Administration & Finance (30%)***

- Responsible for administering, disbursing, and replenishing Rwandan Francs and US Dollar petty cash funds.
- Enter check and petty cash payments into Sylogists accounting system.
- Enter data into the accounts receivable module and distributes quarterly debtors' statements to staff/Bill staff with any owed amounts.
- Receive refunds of unused travel cash advances and any other cash and check refunds, issues receipts for any refund received and ensures regular and timely banking of all refunds received.
- Review and ensure that Trip Expense Reports are reviewed and duly signed by the relevant staff supervisors and filed appropriately.

- Perform quarterly stock-take of Inventory and prepares and submits a report on variances to the Finance & Admin Manager for follow-up.
- Follow sound accounting procedures and practices in conformity with GAAP, IAS and OMB circulars to ensure accuracy and transparency on the use of US Government's funds.
- Review purchase requests, travel requests and any other form of procurement.
- Review coding on documents to ensure its accurate as per the coded budget..
- Prepare and disburse accounts payable for approved purchases and contracts according to procedures and policies in place.

#### ***Audit, Compliance and Risk Management (20%)***

- Coordinate with internal and external auditors to facilitate audits and ensure compliance with audit requirements.
- Offer support in the implementation of systems, policies and standard operating procedures to ensure accountability, transparency and efficiency of RSC Africa and ensure compliance with the Cooperative Agreement, relevant OMB Circulars, PRM and CWS policies.
- Make follow-up and resolve audit findings as well support implementation of audit recommendations.
- Offer support to identify and assess areas of significant compliance risk within CWS Rwanda and work with leadership to design and implement corrective action plans.
- Ensure that the Organization complies with relevant laws and standards and stays up to date with financial regulations.
- Assist to continuously stay abreast with donor policies, procedures, rules and regulations; compile and update applicable local policies; train Kigali Country office staff in these policies

#### ***Budgeting & Reporting (15%)***

- Provide support in budget preparation, budget monitoring and tracking of expenditures for the Kigali Country Office
- Assist with cash and bank reconciliations; reconcile general ledger accounts on a monthly basis.
- Reconcile and disburse monthly, quarterly and annual statutory deductions and returns, including pension, withholding tax, within the statutory period.
- Support to prepare monthly financial reports on accrual basis using fund accounting principles.

#### ***Leadership & Supervision (15%)***

- Provide training and development, performance management, employee engagement, conflict resolution, coaching and mentorship for the Finance officer
- Collaborate with Senior management to develop financial strategies aligned with the Organization's goals and objectives.
- Manage, coordinate, and supervise the daily activities for the Finance Officer
- Assign tasks and responsibilities to the Finance Officer based on the needs.
- Ensure that Finance Officer adhere to safety regulations and Organizational policies.

#### ***Record and Data Management (15%)***

- Offer assistance to organize relevant documents required for the annual audit both internal and external.
- Ensure that financial records are filed and retained for the required period and can be easily accessed/ retrieved when needed.
- Implement and maintain strong data security measures to protect against unauthorized access and ensures the confidentiality of financial information.

#### ***Additional Responsibilities (5%)***

- Undertakes all duties as may be assigned by supervisor in order to improve on internal controls and financial operations for the overall achievement of RSC Africa's goals and objectives.
- Promote a work environment that demonstrates openness and equity.

## Qualifications

### Experience:

- Four (5) years of work experience with INGO, preferable US funded grants
- One (1) year directly related specialized experience performing the essential duties in finance is required.
- Supervisory experience is preferred.

### Skills:

- Knowledge of Excel spreadsheets and ERP Dynamics 365 or similar accounting software required.
- Knowledge of fund and accrual accounting principles is required.

### Education & Certifications:

- Bachelor of Commerce, Accounting, Finance, or other Business Degree or four (4) years of experience in lieu of a degree required.
- ACCA/CIMA certification preferred.
- Advanced MS Excel skills preferred.

### Abilities:

- Manage large and diverse workload under pressure with competing priorities.
- Maintain the integrity of official records.
- Analyze and solve complex problems and make sound decisions.
- Work with minimal supervision.
- Maintain a high-performance standard with attention to detail.
- Work independently and contribute to overall operations of RSC Africa; Actively participate in the implementation of the U.S. Refugee Admissions Program (USRAP)

### Important Requirements:

- Strong English communication skills, both written and oral
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required

### Special Requirements:

- COVID Vaccination is required for all successful candidates.
- The candidate should be in good health, willing and able to travel extensively in often difficult conditions and have a high degree of flexibility.
- This position is based in Kigali Rwanda
- This position requires the use of laptops/ Computers, competence in Microsoft office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet the demands of a dynamic operational program.
- **Background check which includes references, educational and criminal check is required before the start of employment.**
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- **Physical:** This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements and lifting/carrying heavy loads
- **Environmental:** Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces
- Full time
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.
- Any other special requirements that may be developed by Leadership and/or Management teams.

How to Apply

Follow this link: [RW-Senior Finance Officer \(National\) in Kigali, Kigali | Careers at Kigali \(icims.com\)](#)

**Please Note – CWS recruitment is free of charge.**

**Church World Service (CWS) does not charge fees of any kind during the recruitment process (Submission of application, interviews, assessments, training, etc.). Any solicitation of funds should be reported to [Fraud@CWSAfrica.org](mailto:Fraud@CWSAfrica.org).**