



## Foundation

### **Finance and Administration Officer – VIA Foundation**

**Location:** Kigali, Rwanda

*This position requires regular in-person work in Kigali, Rwanda with staff at VIA Foundation and its core partner WRI Africa. Existing work authorization for Rwanda is required for this position. VIA Foundation cannot sponsor a work visa.*

### **About Vumbuzi Impact Africa (VIA) Foundation**

VIA Foundation is a recently founded financial intermediary organization dedicated to supporting the acceleration and scale-up of ecosystem restoration efforts across member countries of the African Forest Landscape Restoration Initiative (AFR100). The mission of VIA Foundation is to provide innovative financial solutions and strategic support to restoration champions, the local organizations that mobilize communities to revitalize degraded land.

As a trusted intermediary, VIA Foundation intends to mobilize resources, foster partnerships, and drive the implementation of sustainable landscape restoration projects. Its goal is to enhance ecosystem resilience, empower local communities, and contribute to global climate goals. With the support of a newly appointed board and executive management team, VIA Foundation aims to create a legacy of restored landscapes that thrive both ecologically and economically, ensuring a sustainable future for generations to come.

### **Job Highlight:**

As VIA Foundation's Finance and Admin Officer, you will Prepare and analyse accounting records and other financial reports to assess accuracy, completeness, and compliance with VIA and donor specific reporting and procedural standards & requirements, by ensuring VIA related payments are done on time and transactions are properly recorded and posted in accounting system.

You will report to the Senior Manager, Finance and Operations. You will work closely with staff at VIA Foundation's partner and Guardian, WRI Africa, to ensure successful program operations and grant management.

### **What will you do:**

#### **Accounting (60%):**

- Prepare the VIA Foundation financial transactions to ensure that they fall within the approved scope of VIA activities and donor requirements and that they comply with the financial procedures and VIA's Operations Framework requirements.
- Process payments to vendors and staff, ensuring timely and accurate disbursements.



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- Prepare subgrant advances and reimbursements to restoration champions and private fund partners.
- Work with program staff to ensure smooth processing of participant payments, including mobile money transactions.
- Prepare advances and receivables for staff and prepare expense reconciliation for corporate credit cards
- Review, update, and monitor transactions, invoices, commitments, and revenue prospects.
- Collaborate with program and operations staff to ensure accurate accounting and coding. Process all payment requests for completeness and compliance before approval.
- Support properly all financial and accounting transactions and process them in the VIA' financial management system.
- Prepare journal entries for corrections of misallocated expenses.
- Prepare monthly reconciliations for bank accounts and other general ledger accounts for the foundation.
- Ensure timely and accurate monthly financial close processes
- Work with internal and external audits. Facilitate auditors and provide relevant information as far as audit is concerned.
- Manage electronic and manual filing systems for efficient record-keeping.
- Maintain efficient management of project Assets and conduct regular inventory to reconcile accounting system reports and physical count of assets as per VIA Foundation asset policy and procedures and maintain an updated asset register
- Ensure adherence to standard procedures, tools, and templates in alignment with the foundation's operational framework.

### **HR& Administration 40%**

- Ensure compliance with national labor laws and organizational HR policies and procedures.
- Support the development, review, and updating of HR policies and internal procedures.
- Advise management on HR-related matters, including employee relations and compliance issues
- Ensure proper documentation of disciplinary actions and grievance procedures.



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- Maintain accurate payroll records and confidential personnel files (both physical and electronic).
- Prepare and process monthly payroll in compliance with statutory requirements.
- Ensure timely payment of salaries and administration of staff benefits.
- Calculate and remit statutory deductions (tax, pension, social security, etc.) in line with national regulations.
- Manage staff leave records and track annual leave balances.
- Monitor employment contracts and ensure timely renewals or proper closure..
- Manage staff insurance and other benefits schemes.
- Monitor employment contracts and ensure timely renewals or proper closure.
- Coordinate recruitment processes, including job postings, shortlisting, interview scheduling, and onboarding.
- Ensure compliance with internal administrative procedures and organizational policies.

### What you will need:

- **Education:** Bachelor's degree in business administration, Nonprofit Management, Public Administration, or a related field. An equivalent combination of experience and education may also be considered. Having CPA or ACCA certification will be an added advantage.
- **Experience:** You have minimum of 3 years of full-time relevant work experience in accounting, operations, grant administration, budgeting, or financial management.
- You have experience working with complex and detailed donor agreements, contracts, and other legal documents and are familiar with associated Rwandan laws.
- Experience working with both internal and external auditors.
- You have experience managing the financials and operations of grants given in USD and other currencies to local organizations in Africa.
- Proficiency in accounting software (e.g., QuickBooks) and MS Office applications.
- Experience with DocuSign and grant management systems will be an added advantage
- **Languages:** You will be proficient in written and spoken English and Kinyarwanda, with additional fluency in French and/or Swahili an asset.
- **Requirements:** Must have the legal right to work in Rwanda.



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### How Can I Apply?

To apply, email [info@via-foundation.org](mailto:info@via-foundation.org) with the subject line [Application: Finance & administration officer] and attach:

- A less than 2-page cover letter specifying why you are an excellent fit for this job
- A CV of less than 3 pages that includes your name, email, phone number, and address.
- Note that only shortlisted candidates will be contacted.

**Applications are due by 23:59 CAT on March 15, 2025. Late applications will not be considered.**