

## JOB DESCRIPTION

Sustainable Growers Rwanda (SGR) is an NGO focused on innovative coffee cultivation techniques for smallholder women coffee farmers in Rwanda. Our dual commitment involves providing groundbreaking training and amplifying the visibility of women throughout the coffee supply chain. Underpinning our efforts, Question Coffee, our social enterprise, was created as a platform to spotlight women coffee growers and their coffee.

Q COFFEE Ltd operates retail cafés in Gishushu & Kiyovu, Kigali, Rwanda. We proudly offer coffee products, coffee tours, and coffee beverages directly to our valued customers. It also houses a training space for farmers, baristas, and coffee professionals to enhance coffee quality from seed to sip.

### Job details

Job Title: Finance Manager	Reports to: Executive Manager
Job Grade: Direct reports:	<ul style="list-style-type: none"> <li>• Accounts Receivables</li> <li>• Accounts Inventory</li> <li>• Accounts Payables</li> <li>• Accounts Treasury</li> </ul>
Department: Finance	Location: Kigali, Rwanda
Employment Type: Contract / Permanent	Position Type: Full – time

### Job summary

The Finance Manager will oversee the financial operations of the Social Enterprise, ensuring effective management of financial resources to support the Organization’s mission of empowering women through coffee cultivation training. This role involves managing budgeting, financial reporting, cash flow, and compliance, as well as supporting the Executive Manager in strategic financial planning and operational efficiency across the Organisation’s educational programs, social enterprise, and retail coffee operations.

### Roles and responsibilities

- a) Banking and Investment Management
  - Oversee the Organisation’s investment portfolio, ensuring alignment with financial goals and risk tolerance.
  - Evaluate investment opportunities and make recommendations to maximise returns.
  - Monitor investment performance and adjust strategies as needed.
  - Manage banking relationships, including negotiating terms, fees, and services with financial Institutions.
  
- b) Financial System Management
  - Manage and maintain the financial management system, ensuring accurate and efficient financial data processing.
  - Implement and optimise financial software and tools to support financial operations and reporting.
  - Ensure system security and data integrity.

- c) Treasury Management
- Oversee cash management and liquidity to ensure sufficient funds for operations and strategic initiatives.
  - Manage banking relationships and optimise banking services.
  - Monitor and report on cash flow, working capital, and financial liquidity.
- d) Budgeting and Planning
- Assist in the development and management of the Organisation's budget, including forecasting and financial planning.
  - Monitor budget performance and provide analysis to support strategic decision-making.
  - Prepare budget Reports and variance analyses.
- e) Accounts Receivable Management
- Oversee accounts receivable processes, including invoicing, collections, and reconciliation.
  - Approval and reporting on adherence to credit policies
  - Ensure timely and accurate processing of incoming payments.
  - Monitor and manage accounts receivable aging and follow up on overdue accounts.
- f) Imprest Management
- Manage and reconcile imprest accounts, ensuring proper documentation and adherence to policies.
  - Oversee the disbursement of imprest funds and track expenditures.
  - Ensure timely replenishment and accurate accounting of imprest accounts.
- g) Payments and Payroll
- Oversee accounts payable processes, including Vendor payments and expense reimbursements.
  - Manage payroll processing, ensuring accurate and timely payment to employees.
  - Ensure compliance with tax regulations and employment laws.
- h) Month - End Procedures
- Supervise month-end closing procedures, including reconciliation of accounts, preparation of financial statements, and reporting.
  - Ensure timely and accurate completion of month - end close activities.
  - Review and analyze month - end financial results and address any discrepancies.
- i) Financial Reporting and Compliance
- Develop and implement treasury policies and procedures to ensure efficient and compliant operations.
  - Prepare and present financial Reports, including monthly, quarterly, and annual statements.

- Ensure compliance with financial regulations, organisational policies, and donor requirements.
- Support internal and external audits by providing necessary documentation and explanations related to finance activities.

j) Risk Management

- Identify and assess financial risks related to cash management, investments, and banking operations.
- Develop and implement strategies to mitigate financial risks and ensure compliance with Organisational policies and regulations.
- Monitor and report on risk exposure and provide recommendations for risk management.

k) Team Collaboration and Support

- Supervise and support finance Staff, providing training and professional development.
- Foster a collaborative and high-performance culture within the finance team.
- Coordinate with other departments to ensure effective financial operations and support Project budgets.

#### Academic and professional qualifications

- Must possess a Minimum of a Bachelor's Degree preferably in Economics, Commerce, Finance, Business Administration or a related field.
- Must be Certified Public Accountants
- Must be a member of a professional body in good standing

#### Work experience

- Must have a minimum of seven (7) years of experience three (3) of which should have been in Senior financial role, preferably in the for – profit sector.

#### Additional skills

- Financial management, with demonstrated expertise in investment management, financial system management, and treasury management.
- Strong financial analysis, budgeting, and reporting skills; proficiency in financial software and tools; excellent organizational and communication skills.
- Understanding of for - profit financial management, compliance, and investment strategies; familiarity with financial regulations and internal controls.
- Detail - oriented, analytical thinker with a commitment to the Organisation's mission, high level of integrity, and ability to work independently and collaboratively.