



Grants & Finance Specialist – 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 Grants and Finance Specialist, you will provide administrative, contractual, and financial oversight, along with program operations support. You will ensure accurate management of grants and contracts with restoration champions, service providers, and the foundation's funders, all in support of VIA Foundation's investment in locally led land restoration projects across the continent.

As a Grants & Finance Specialist, you will have the opportunity to develop your career in non-profit operations and financial management. You will work directly with local organizations in African countries like Burundi, the DR Congo, Ghana, Kenya, and Rwanda and service providers around the world to build a world-class institution.

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 you will do:

Grants & Subagreement Administration (50%)

- Process and execute new subgrants, contracts, and amendments, including invoices and payments, in compliance with VIA's Operations Framework.



- Ensure that program staff have the tools and information to ensure proper governance and compliance with funder requirements and VIA policies.
- Work with program staff to plan high-integrity procurement and establish contracts that ensure value for money.
- Monitor partners to ensure the timely and accurate submission of progress and financial reports. Ensure all paperwork is up to date and properly recorded
- Ensure that the closeout of subgrants is timely and efficient; that all required documents are obtained and filed; and that subgrantee files meet legal and auditing requirements.
- Work directly with VIA's funders to request and submit grant amendments, payment request, and other funder-related needs.

Financial Management (40%)

- Coordinate with and advise project leads on budget management monthly financial tracking, expense forecasting and revenue analysis. With project team, review finances, deliverables, and ensure timely and efficient use of resources.
- Review, update, and monitor transactions, invoices, commitments, and revenue prospects.
- Follow VIA's internal processes and deadlines related to funding, including quarterly reviews, financial reporting, monthly and annual closeouts, and future fiscal year annual budget submission.
- Support team with financial management for conference and event logistics as needed, including travel and site visits.
- Support team with creation of proposal budgets that adhere to VIA regulations and follow funder instructions.
- Monitor compliance with and advise teams on foundation policies, such as VIA's travel and expense policy.
- Support miscellaneous project operations needs, including personnel processes, labor forecasting, and IT.

Technical Assistance (10%)

- Provide technical support to build the capacity of local organizations to comply with VIA's due diligence and financial reporting requirements, in alignment with the program teams.
- Conduct occasional site visits to track subagreement progress, measure performance, and ensure accountability in accordance with established subagreement monitoring plan and document appropriately



What you will need:

- **Education:** You have completed a bachelor's degree in finance, business administration, public administration, non-profit management, or other relevant study area.
- **Experience:** You have 3+ years of full-time relevant work experience in operations, grant administration, budgeting, or financial management.
- You have experience with creating organizational budgets and conducting robust procurement policies.
- You have experience working with complex and detailed donor agreements, contracts, and other legal documents and are familiar with associated Rwandan laws.
- You have experience managing the financials and operations of grants given in USD and other currencies to local organizations in Africa.
- You have experience communicating complex issues to internal colleagues and external partners.
- You have experience using tools such as MS Office, DocuSign, grant management systems, and accounting tools.
- **Languages:** You will be proficient in written and spoken English and Kinyarwanda, with additional fluency in French and/or Swahili an asset.
- **Requirements:** You must have an existing right to work in Rwanda.

How Can I Apply?

To apply, email jayinkamiye@via-foundation.org with the subject line [Application: Grants & Finance Specialist] 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.
- Only shortlisted candidates will be contacted.

Applications are due by 23:59 CAT on July 2, 2025. Late applications will not be considered.