

TITLE: Finance Officer	
TEAM/PROGRAMME: Country Office	LOCATION: Kigali , Rwanda
GRADE: 4	CONTRACT LENGTH: Open-ended
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: As part of the finance team, you will be responsible for providing financial management support to the ZOOSC Project. This position is also responsible for the day to day financial processing, monthly processes, and inventory and balance sheet reconciliations for the ZOOSC . This includes maintaining the strongest financial controls, keeping approved documentation (receipts, bank transactions, vouchers) on file, recording transactions according to SCI guidelines, producing monthly reports as required, and assuring adequate cash flow for the ZOOSC Project . In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
SCOPE OF ROLE: Reports to: Finance & Award Manager Staff reporting to this post: None	

KEY AREAS OF ACCOUNTABILITY:

- Prepares monthly Cash Forecasts, liaising with the project manager on their cash needs within the set deadlines.
- Prepare a monthly reconciliation report of ZOOSC staff salaries against the approved budget to track budget line flexibility adherence.
- Perform monthly ZOOSC payroll and GL reconciliation using the monthly time sheet to track any variance.
- Perform balance sheet accounts analysis and reconciliations such as accruals, staff advances, and prepayments.
- Assist in the preparation of monthly financial reports to report to the member and the project team
- Advises the ZOOSC team on procurement procedures and compliance
- Support in reviewing ZOOSC project payments related ; Source to Pay , Accounts Payable etc
- Supporting in robust payment of ZOOSC project payments for participants and beneficiaries on timely with due care
- Supporting Finance and Award Manager in the coordination and payment of ZOOSC payments and reconciling partner payment against reported expenses.
- Prepares General Ledger and Cash Offline Spreadsheet for posting in the financial system.
- Coordination of payments from field and ensuring all supporting documents are attached on the payment as per SCI check list.
- Performs single account/balance sheet account reconciliations on a weekly basis, preparing schedules for review by the Finance Manager & award Manager for ZOOSC partners.
- Prepares Advances and accruals aging reports on monthly basis

- Prepares cross charges to SC members and SCI country offices on a weekly basis and reallocations for authorisation.
- Support in the monthly asset verification and stock management for the ZOOSC TIM
- Prepares adjustments and reallocation Journals as instructed.
- Cooperates and assists with audit requirements for project .
- Ensures compliance with SCI rules and regulation in day to day execution of duties and EAA requirements
- Assist the Finance & Award Manager in coordinating of working better together meetings /sessions with the support departments to iron out issues and improve on processes
- Maintains filing systems of payment vouchers and Journals on monthly basis.

Performance Indicators

- Timely payment of all requests partner, beneficiaries and suppliers
- Timely and accurate data entry in GLACOS and AGRESSO
- Reconciled staff accounts
- Maintenance of proper and accurate financial records
- Monthly project salary reconciliations against General ledger

Any other duties as may be assigned by the supervisor.

BEHAVIOURS (Values in Practice) Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their Own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external Partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to. **Creativity:**
- Develops and encourages new and innovative solutions
- Willing to take disciplined risks. **Integrity:**
- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Undergraduate degree in Accounting/Finance or equivalent with a minimum 2nd class upper.
- Pursuing a professional accounting qualification is essential and **MUST**, such as CPA (Certified Public Accountant) or ACCA (Association of Chartered Certified Accountants), at least intermediate level

EXPERIENCE AND SKILLS

Essential:

- At least 3 years' experience working in accounting (not-for-profit accounting preferred)
- Computer fluency; highly competent using Microsoft Excel and other MS applications.
- Familiarity with computerised accounting systems
- Ability to gather facts and data, scrutinise with ease, determine a logical solution and resolve issues with minimal supervision.
- Proven ability to handle challenging workload.
- The highest level of integrity and commitment to prevent corruption.

- Strong interpersonal skills and ability to interact with all departments in the Regional.
- Willingness to undertake occasional travel to the Country Offices for training, support and
- Experience working with colleagues based in complex country contexts would be an asset.
- Local or international accounting qualification (completed or part-completed) desired.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

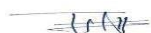
Child Safeguarding:

We need to keep children safe, so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Tumwine Enock



Date: 27th 10.2025

**JD Reviewed by: Paulin Ndahayo Zero
OOSC Project Director Signature:**



Date: October 27, 2025