



VACANCY ANNOUNCEMENT

BRAC International is Hiring! Join BRAC International to create opportunities for people to realise their potential.

Position: Branch Accounts and Operations Officer

Job Location: Field Offices (Muhanga, Ruhango Nyanza, Huye, Nyamagabe and Nyaruguru Districts)

About the Role:

The Branch Accounts & Operations Officer (BAOO), reporting to the Regional Accounts Officer (RAO) and AIM Branch Manager (AIM-BM), will manage direct branch-level accounts and finance, procurement, coordination, partnership, and administrative staff in the branch (if any), support in overall programme implementation and other assigned activities. This will include day-to-day finance management and implementation, staff-capacity development, financial monitoring, and stakeholder management. She will support the BM to ensure effective and timely program implementation and quality assurance. The Branch Accounts & Operations Officer will also be responsible for overall finance reporting, banking, cash requisition, reporting (MIS, internal, and donor reporting) and supporting other technical and operational activities at the branch level.

Key Duties/Responsibilities:

The Branch Accounts & Operations officer will be responsible with the following:

Finance and Accounts Related Activities:

- Record all Mobile Money deposits by updating the daily register and filling in all relevant vouchers and receipts with the necessary approvals, and ensure they are properly preserved.
- Each morning, review with the BM and other PAs to determine the day's expected Mobile Money inflows and plan for proper reconciliation
- Share the collection sheets with the relevant PAs based on the collection schedule (using VSLA platform) printed collection sheets.
- Synchronize collections made by PAs with the accounting system, ensuring accuracy of both the collections and corresponding accounting records.
- Submit the cash requisition with the signature of the BM to the regional accounts officer based on the approved activity plan.
- At the end of each business day and month-end, perform required cash reconciliation and check the collection ledger and DCR.
- Ensure cash transfer under the Education Pathway.

- Track and maintain sufficient cash flow for smooth day-to-day project activities based on the country policy.
- Record all branch-level expenses and financial transactions in the accounting system promptly to ensure accurate and timely month-end closing.
- Serve as custodian of all financial and procurement documents, records, and information at the branch level, ensuring they are well-organized for research, monitoring, supervision, and audit purposes.

Branch Operations Support:

- Occasionally visit AIM clubs, attend YDC meetings, VSLA meetings, and follow up on ongoing different field-level trainings. Livelihood & education participants etc.
- Support in the mentors' recruitment process
- Support in club space identification and completion of the agreement, club operations, participants' invitation according to the programme operations manual.
- Support in service provider mapping and establishment of working relationships.
- Support in identification of school(s) to provide education support as per the programme design.
- Help to ensure timely disbursement of livelihood and education pathways support to the participants.
- Lead approved branch-level procurement activities in line with the procurement guidelines .
- Custody of all branch-level electronic devices and furniture and maintain stock register
- Act as the technical focal point at the branch level to ensure the use of Binsight and other digital tools.

Technical and Implementation Support:

- Help AIM Branch Manager to provide supervisory support to all AIM related program activities at the branch level, ensuring activity planning, roll-out, implementation, and tracking, in accordance with the operations manual; ensure achievement of programmatic targets as per AOP.
- Help BM in team-set up, staff onboarding, training and activity planning of AIM-PAs
- Ensure the use of the Binsight app from the household (HH) survey to all other related activities.
- Provide technical guidance and direction to POs to match participants to livelihood and Education pathways
- Help to ensure timely preparation and submission of MIS, financial and donor reports
- Help in the establishment of market development and value-chain activities

Supervisory, and Coordination Support:

- Lead all branch-level activities and serve as the branch's second-main focal point for internal and external stakeholders
- Supervise branch administrative staff (where applicable) e.g. office assistant, providing guidance, training, and performance feedback.
- Co-facilitate monthly branch coordination meetings to ensure communication, planning and internal alignment
- Help in monitoring/research and survey (including HH survey) related activities at the branch level
- Help/lead in AIM community dialogue(s), workshops, meetings

General Administration Support:

- Support the efficient functioning of the Branch office, ensuring a conducive and safe working environment.
- Coordinate the provision of office supplies and consumables, ensuring adequate stock levels and timely replenishment in the Branch office.
- Implement and maintain effective record-keeping systems for administrative documents and data.
- Serve as the primary point of contact for all safety and security matters within the Branch.
- Coordinate incident reporting, ensuring timely and thorough documentation of incidents and corrective actions.

Safeguarding Responsibilities:

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the project goals on safeguarding implementation.
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so

Academic Qualifications:

- Bachelor's degree (preferred) or Diploma in Finance/Accounts/Business Administration/Commerce and /or other relevant fields.

Experience Required:

- At least 2 years' experience in national/international development sector, including experience with managing finance and accounts for development programs including microfinance, livelihood, education, agricultural and food security, and/or girl's and women's empowerment programs.

Required Skills, Competencies & Knowledge:

- Experience in project management and coordination, including supervision and monitoring, administration, finance, and logistics
- Strong Microsoft Office skills
- Strong sense of teamwork and collaboration, and demonstrated ability to build relationships with individuals from diverse backgrounds
- Personal qualities of integrity, credibility, and dedication to the mission of BRAC.

Employment type: Regular/Fixed-Term

Salary: Negotiable

About BRAC International:

BRAC International (BI), a leading non-profit organization, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realize their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 16 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit (www.bracinternational.org)

Our Core Values:

Integrity: We approach our work with honesty and integrity.

Innovation: We innovate and iterate to improve our impact.

Inclusiveness: We foster inclusion to reach those who need it most.

Effectiveness: We strive for effectiveness to better serve people in poverty.

If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!

Candidates are recommended to email their Resume with a signed cover letter in in PDF format indicating the title of the position applied for and any supporting documents to sbirwanda.recruitment@brac.net; mentioning a brief academic background, career summary, core competence, notarized copies of academic qualifications and professional certifications (if any) etc. within 250 words.

Only females are encouraged to apply for this position.

Please mention the name of the position in the subject bar

Application deadline: 8th December 2025

Please note that only shortlisted candidates will be contacted for interviews.

BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or

ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.

“BRAC International is an equal opportunities employer”