

VACANCY – FIELD FINANCE ASSISTANT

COUNTRY PROGRAM MISSION:

Alight Rwanda, formerly known as the American Refugee Committee, has been a key player in delivering impactful humanitarian programs since 1994. Operating in all five refugee camps in Rwanda, Alight provides integrated services in protection, health, livelihoods, and community development. The organization has pioneered initiatives like the SASA! methodology to promote gender equality, reduce GBV, and empower vulnerable populations. By fostering resilience and innovation, Alight Rwanda continues to make meaningful and sustainable contributions to refugee and host communities.

PRIMARY PURPOSE OF THE POSITION:

The Site Field Finance Assistant serves as the primary point of contact for administrative, financial, and human resource matters at the field site. This role ensures adherence to organizational policies, financial controls, and accountability mechanisms. The Field Finance Assistant supports program and logistics teams by maintaining accurate records, managing official documents, preparing monthly financial reports, facilitating payroll processes, and reviewing procurements in line with spending plans.

PRIMARY DUTIES & RESPONSIBILITIES

Financial Management:

- Monitor and record all field financial transactions daily,
- Manage site-level petty cash disbursements and ensure timely replenishment,
- Prepare and submit monthly financial reports to the central finance office,
- Assist in the preparation of budgets, cash forecasts, and expenditure tracking,
- Monitor grant spending and provide projections in collaboration with program leads,
- Maintain organized financial files and calculate expenses by grant and remaining balances,
- Assist the Grant Manager in preparation of all end of Month required HR accounts reconciliations,
- Prepare all casual Field Payments,
- Prepare all casual labor import files for posting in the System,
- Make sure all financial transactions and payments comply with HR policies and procedures;
- Perform any other duties assigned by the supervisor.

Administrative Support:

- Oversee all administrative affairs of the field office, ensuring compliance with local labor laws and organizational policies,
- Maintain a systematic filing system for all program and project-related documents, including official correspondence and personnel files,
- Coordinate with the HR department to manage staff attendance records and leave balances,
- Certify casual laborers' attendance sheets and prepare corresponding payrolls, including payment sheets,
- Ensuring that all HR expenditures are properly coded and meet all donors' requirements,
- Review the periderms for Field Offices,
- In collaboration with the receptionist, verifying Monthly timesheets and pay slips,
- Perform any other duties assigned by the supervisor.

Procurement and Logistics:

- Review and certify procurement requisitions against site budgets and current market data,
- Ensure timely payment of all necessary taxes, utilities, and leases,
- Coordinate with the logistics team to track and maintain inventory records,

Compliance and Reporting:

- Ensure that all financial and administrative activities comply with organizational policies and donor requirements,
- Prepare and submit all required financial and administrative reports as scheduled,
- Notify the Finance Manager and Area Program Team Lead of any issues or concerns related to financial and administrative matters,
- Work closely with the HR to collect all necessary documents in staff exit.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:

- A0 Bachelor's degree in Finance, Accounting, Economics, or any other related field from a recognized university required
- Minimum 3 years' experience in administration and accounting field
- Strong oral and written communication skills
- Strong computer skills in Microsoft Application package
- Excellent organization skills with the ability to work in a fast-paced environment with quick deadlines
- Demonstrated ability to perform finance functions, using spreadsheets
- Ability to perform basic accounting and budgeting functions, using spreadsheets
- Demonstrated strong analytical skills and report writing skills
- Good analytical skills and report writing skills
- Previous experience with a Development or Relief Organization preferred
- Excellent multi-level communication skills
- Fluent in English and Kinyarwanda

KEY BEHAVIORS & ABILITIES:

- Quick understanding of new techniques, highly flexible and excellent ability to adapt to new environment
- Ability to work very flexible hours
- Pro-active attitude to improving systems
- Flexible, effective team player and interpersonal skills
- Well-organized, systematic, careful, responsible, trustworthy and punctual
- Capacity to think ahead and highlight areas of risk and concern
- Solid communicator with ability to share knowledge on their work, as well as seek continuous improvement
- Ability to maintain confidentiality

APPLICATION GUIDELINES:

Interested and qualifying candidates should submit applications to ALIGHT Rwanda Executive Director – to include 1 page Cover Letter, degree, ID, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees, to include most current Employer/ Supervisor (All in one document) – to the following email address only: RWJobs@WEAREALIGHT.ORG with the position applied for CLEARLY indicated in the subject line. The deadline for submission of applications is February 15th , 2026 at 23:59. Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.