



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

Position: Regional Finance Coordinator

Job Location: Huye and Nyanza Districts

Number of position: 2

About the Role:

The Regional Finance Coordinator for the Huye and Nyanza Regions will ensure effective financial management, compliance, and reporting for the AIM Program. The role involves supervising Finance Officers in each region, ensuring timely payments, conducting field visits to all branches, and maintaining adherence to BRAC International and donor financial policies.

Key Responsibilities:

1. Financial Management and Accounting

- Oversee all financial operations for the AIM Program in Huye and Nyanza Regions.
- Review and verify financial transactions before submission for approval.
- Ensure timely and accurate posting of all transactions into the accounting system.
- Monitor and ensure timely payments by the Finance Officers in both regions.
- Maintain proper documentation and filing for all regional financial records.

2. Budgeting and Financial Reporting

- Support the Finance, Grants Management and Compliance Coordinator in budget management, monitoring, and variance analysis.
- Prepare monthly, quarterly, and ad-hoc financial reports for both regions.
- Track budget utilization and ensure expenditures align with approved budgets.
- Provide financial data and insights to support program and management decisions.

3. Compliance and Internal Controls

- Ensure adherence to BRAC International and donor financial policies and procedures.
- Implement effective internal controls to safeguard organizational assets.
- Support internal and external audits and implement recommended actions.

4. Treasury and Cash Management

- Prepare monthly cash forecasts and submit timely fund requests for both regions.

- Monitor petty cash operations and ensure proper reconciliation.
- Review bank and cash reconciliations prepared by the Finance Officers.

5. Supervision and Capacity Building

- Supervise the Finance Officers in Huye and Nyanza Regions to ensure efficient financial operations.
- Conduct regular performance reviews, provide coaching, and strengthen capacity of finance staff.
- Provide guidance to program teams on financial policies and procedures.

6. Field Visits and Branch Oversight

- Conduct regular field visits to all AIM branches in both Huye and Nyanza Regions.
- Verify field payments, cash management, and compliance with financial procedures.
- Provide on-site technical support and mentoring to branch finance teams.

7. Coordination and Communication

- Collaborate with Regional and Program teams to ensure smooth financial operations aligned with program plans.
- Communicate regional financial updates and challenges to the Finance, Grants Management and Compliance Coordinator.
- Ensure timely submission of all financial reports and documentation to the Country Office.

Safeguarding responsibilities:

- Ensure the safety of team members from 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 to establish 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 degree in Accounting, Finance, Business Administration, or related field.
- CPA certification (or active progress toward it) preferred.

Required Skills, Competencies & Knowledge:

- Excellent proficiency in Microsoft Excel and financial reporting tools.
- Hands-on experience in supervising field finance teams.
- Proficiency in accounting software (ERP).
- Familiarity with donor compliance standards and financial regulations.
- Familiarity with donor compliance standards and financial regulations.

- Principles and practices of cash flow analysis and cost accounting.
- Financial control and monitoring
- Financial planning, forecasting, organizing, teamwork and collaboration.

Experience Requirements:

- Minimum 3 - 5 years of relevant experience in finance or accounting, preferably in NGOs or donor-funded programs.

Employment type: 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 realise 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!

Qualified and interested candidates are recommended to email their Resume with a signed cover letter attaching notarized copies of academic qualifications and professional certifications (if any) etc. in a single PDF format and any supporting documents to sbirwanda.recruitment@brac.net

Please mention the name of the position in the subject bar.

Application deadline: 8th December 2025

Please note that shortlisting will be conducted on a rolling basis, and only shortlisted candidates will be contacted.

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”