

Finance & HR Support Officer

About NjordFrey:

NjordFrey is an early stage start up at the forefront of deploying sustainable aquaponic farming solutions across Rwanda to address food security and enhance livelihoods in underserved communities. As we grow, we are undertaking new and exciting projects across the country and looking for proactive talented individuals to deliver and contribute to the company's growth.

Role Overview:

As the Finance and HR Support Officer, you will primarily be responsible for managing day-to-day financial operations, assisting the Team Lead to ensure smooth operations and ease of business across all workflows and projects within NjordFrey. Alongside the Team Lead you will report directly to senior management and support strategic and budgetary decision making through financial and bookkeeping rigour. As supporting HR and employee coordination, you will make sure that HR matters are documented, filed, and escalated appropriately. You will make sure that processes of employee onboarding are handled efficiently, as well as handling leave and absence registration. In HR matters, you will be working alongside the Team Lead and report to senior management.

The role also offers an opportunity to work alongside our project management to ensure smooth project operations and assist in executing and delivering projects of varying scale and complexity. You will have a chance, through all workflows, to assist in developing new policies, protocols, and processes.

Your role is divided into three key focus areas:

Key Responsibilities:

1. Financial Management

- Day-to-Day Financial Administration
 - Maintain accurate financial records, including receipts, expenses, invoices, and filing.
 - Manage QuickBooks entries to track financial transactions and ensure proper categorisation.
 - Ensure all financial documentation is up to date and properly stored for compliance and auditing.
- Budgeting & Expense Oversight
 - Support in budget planning for farm activities and project-related expenses.
 - Ensure expense tracking aligns with allocated budgets, flagging any discrepancies.
- Financial Reporting
 - Prepare monthly financial reports and presentations for management review.
 - Assist in cash flow tracking to support financial planning.

Future Development: Over time, expand involvement in cash flow forecasting, financial analysis, and company-wide financial planning.

2. HR Support & Employee Coordination

- Employee Onboarding & Induction
 - Ensure new employees receive proper induction and training materials.
 - Maintain staff documentation, contracts, and compliance records.
- Attendance & Leave Management
 - Monitor staff attendance, absence tracking, and leave requests.
 - Highlight any concerns to management when needed.
- Policy & Compliance Monitoring

- Ensure HR policies, training schedules, and documentation are up to date.
- Track compliance requirements and notify management when updates or renewals are needed.

Future Development: Potential to take on HR policy development, employee engagement strategies, and leadership in HR initiatives.

3. Project Management & Support

- Project Coordination:
 - Assist in planning, monitoring, and tracking project progress to ensure timely completion of deliverables.
 - Coordinate communications with project teams, suppliers, and external stakeholders.
- Administrative & Compliance Support
 - Maintain project documentation to ensure compliance with funders and stakeholders.
 - Assist in preparing progress reports and funding applications.

Future Development:

As experience grows, expand into leading projects, managing partnerships, and handling strategic project implementation.

Expectations & Growth Path

This role is designed to evolve as you gain experience in financial management, HR, and project coordination.

Future growth opportunities include:

- Senior Finance Responsibilities – Moving into forecasting, financial management and financial strategy.
- HR Leadership – Taking on employee engagement, policy development, and compliance oversight.
- Project Management Leadership – Leading projects and ensuring delivery excellence.

We expect you to be a coordinated professional, who is able to create protocols where none exists, and keep track of multiple parallel and ongoing time-based tasks. We expect you to be an organised self-starting person who is able to take initiative and engage challenges through critical thinking.

Qualifications:

- Masters's degree in Accounting, Finance, or a related field.
- A minimum of 5 years of experience in finance management.
- Proven track record of managing company finances, book keeping, tax declaration, and filing CIT.
- Excellent communication and teamwork abilities.
- Proficiency in QuickBooks, Odoo, or other CRM platforms.
- Proficient in general finance management software and tools.
- Familiarity with the Rwandan context and experience working in East Africa is highly desirable.
- Fluency in English is required; knowledge of Kinyarwanda is desired.
- Experience in HR is desired, including process and policy development.

What We Offer:

- A dynamic and supportive work environment with a team committed to innovation and sustainability.
- Opportunities for professional development and growth.
- NjordFrey is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note that NjordFrey will conduct a work reference and criminal record check for the successful candidate.

How to Apply:

To apply, please submit your application via [this application form](#) and include:

- Your CV (2-page max)
- A brief cover letter explaining your interest in this role and any relevant experience
- Relevant certifications

We will be assessing applications on an ongoing basis, including additional exercises and interviews. Please note that the position might be filled before the end of the application period. Only successful candidates will be notified.

Please note that applications using AI written CVs or cover letters will be filtered out and applicant blocked from reapplying.

All the best with your application and we look forward to hearing from you.