



CENTRE SAINT-PAUL
Kigali Ltd

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TERMS OF REFERENCE (ToR)

Recruitment of Director of Administration and Finance (DAF)

1. Background

Centre Saint Paul Kigali Ltd is a hospitality and conference center offering integrated services including accommodation, food & beverage, banqueting, and conference facilities. The Centre serves diverse clientele, including religious groups, NGOs, public and private institutions, and international guests. To support its growing operations and ensure effective financial and administrative management, Centre Saint Paul Kigali Ltd seeks to recruit a highly qualified **Director of Administration and Finance**.

2. Position Title

Director of Administration and Finance (DAF)

3. Purpose of the Position

The Director of Administration and Finance will be responsible for providing strategic leadership and oversight of the Centre Saint Paul Kigali Ltd's financial planning, budgeting, procurement, accounting, human resource management, and administrative operations. The DAF will ensure that the Centre operates efficiently and in full compliance with applicable financial and legal standards.

4. Key Responsibilities

A. Financial Management

- Develop and monitor budgets, forecasts, and financial reports.
- Ensure compliance with national financial regulations and internal policies.
- Supervise accounting operations, including payroll, accounts payable/receivable, and bank reconciliations.
- Manage internal and external audits.
- Prepare timely financial reports for senior management and the Board of Directors.
- Oversee the preparation of monthly, quarterly, and annual financial statements.
- Ensure accurate and timely reporting of financial results in compliance with company policies and regulatory standards.
- Analyze financial data to identify trends, variances, and areas for cost optimization.



- Monitor and manage cash flow to ensure adequate liquidity for business operations.
- Oversee working capital management, including accounts payable and receivable, inventory, and debt.
- Ensure adherence to internal controls and financial policies to minimize risk and ensure financial integrity.
- Work with external auditors to prepare for and facilitate audits.
- Maintain an up-to-date knowledge of relevant financial regulations and best practices.

B. Administration

- Oversee general administrative operations including logistics, procurement, and facilities management.
- Ensure administrative policies and procedures are updated and implemented.

C. Human Resource Management

- Supervise HR functions including recruitment, contracts, performance evaluations, staff training, and payroll.
- Promote staff well-being and professional development.

D. Procurement and Asset Management

- Supervise procurement processes to ensure transparency and value for money.
- Maintain an up-to-date inventory of assets and ensure proper asset management.

E. Strategic and Operational Leadership

- Advise the Management Team and Board on financial sustainability and risk management.
- Participate in strategic planning and contribute to the overall development of Centre Saint Paul Kigali Ltd.

5. Reporting Line

The Director of Administration and Finance reports directly to the **General Manager** and works closely with other department heads.

6. Required Qualifications and Experience

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Certified Public Accountant (CPA) certificate or equivalent is desirable or having completed Intermediate Level of CPA is an added advantage.
- At least 5 years of progressively responsible experience in finance and administration.
- Experience in financial reporting, budgeting, forecasting, financial analysis, Administration and Human Resource Management.
- Proven experience with Enterprise Resource Planning (ERP) systems (e.g., SAP, Oracle, Microsoft Dynamics) and advanced proficiency in Excel.



- Proven leadership skills and team management experience.
- Excellent knowledge of Rwandan tax laws, labor laws, and financial regulations.
- Strong computer skills, including proficiency in accounting software (e.g., QuickBooks, Sage, or similar).

7. Key Competencies and skills

- Strategic thinking and financial planning
- Integrity and professionalism
- Strong organizational and analytical skills
- Ability to work under pressure and meet deadlines
- Strong understanding of financial accounting, tax regulations and corporate finance principles.
- Excellent analytical, problem-solving and decision-making skills.
- Exceptional communication and interpersonal skills with the ability to present complex financial data to non-financial stakeholders.
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Leadership and team management skills with the ability to foster a collaborative work culture.
- Organizational, Administration, Adaptability, and Labor law Skills.

8. Duration and Type of Contract

- **Contract Type:** Open-ended
- **Work Location:** Isangano/Ubumwe/Muhima/Nyarugenge/Kigali/RWANDA, KN 32 ST

9. Application Process

Interested candidates should submit the following documents:

- A cover letter detailing their interest and qualifications
- A detailed CV with at least three professional referees
- Copies of academic and professional certificates

Applications should be sent to cspkigalidirection@gmail.com by 10th July 2025.

Only shortlisted candidates will be contacted.

Father Justin NSANZAMAHORO
Managing Director

