

CALL FOR JOB APPLICATION

Position: Finance and Accounting Officer

Reports to: Executive Director

Supervises: None

Location: Musanze, Rwanda

Type of Contract: Full-time

About Nature Rwanda

Nature Rwanda is an independent registered Non-Governmental and Non-profit Civil Society Organisation founded in 2017 and operating in Rwanda under the legal personality N0470/RGB/NGO/LP/04/2019 issued by Rwanda Governance Board.

Nature Rwanda's vision is to build communities where human beings coexist with nature without compromising the well-being of future generations. This is being achieved by contributing to the conservation of biodiversity and ecosystems in a way that fosters a sustainable future and leads to social and economic transformation in communities, while addressing issues that threaten the coexistence of humans and nature.

About the post

Nature Rwanda is looking for a highly-analytical and qualified Finance and Accounting Officer to join the team. In this position, he/she will be responsible for the financial health of the organization by managing all accounting and financial procedures. His/her duties will include but not limited to planning budgets, participating in audits, monitoring transactions, and preparing invoices. To succeed in this role, he/she must demonstrate in-depth knowledge of financial procedures, and systems. In addition to being an excellent communicator, our ideal candidate will also have outstanding analytical and time management abilities.

Key responsibilities

Finance & Accountant

- Ensure completeness of supporting documentations for payment.
- Invoice coding and data input into Oracle on a daily basis.
- Responsible for petty cash disbursements, replenishment and petty cash count.
- Ensure bank and petty cash transactions are recorded on a daily basis.
- Prepare monthly cash-flow control sheets with original documents of all transactions.
- In coordination with projects coordinators, forecast of funds needed.
- Review field budget activities to ensure cost efficiency.
- Coach and train field staff in all matters regarding financial reports.
- Ensure all transactions are processed and ready in time for month end and quarter end close as per agreed timetable,
- Review money requests, payment vouchers, bank & petty cash control sheets,
- Verify travel expense reports.

- Ensure all procurements comply with competitive 3 quotes bidding.
- Issue, track and reconcile approved travel advances to field office staff; review advance reconciliation and claims for completeness and accuracy.
- Manage filing/archiving of all Accounts Payable documents and admin files (including invoices, payment vouchers, credit memos, and expense reports)
- Ensure all transactions accepted for payment processing are correctly approved and accurate accounting information provided for posting in the ledger.
- Assist in the preparation of budgets for all proposals.
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- Provide regular and timely budget reports and analysis to the Executive Director and project coordinators.
- Liaise with donors on finance and budget issues as required
- Assist the Executive Director and project coordinators in the Management of financial issues.

Audits

- Provide support role in audits (internal and external) including preparation of documents for internal, external and donor audits).
- Liaise with internal and external auditors on audit related matters.
- Assist in providing management responses to audit reports and timely implements the audit recommendations.

Requirements and skills

- Bachelor's degree in accounting, finance, economics or related field.
- At least 2 years related work experience, preferably in NGO settings.
- Outstanding financial and analytical skills.
- Proficient with cash handling.
- Proficient computer skills.
- Proficient with QuickBooks and MS Office.
- Outstanding communication skills, both verbal and written.
- Excellent organizational skills.
- Commitment to Nature Rwanda's values and vision

*Interested and qualified candidates must submit their application online via this link: <https://form.jotform.com/221143702767049>. The application dossier must contain the following documents: A filled application form, a detailed CV indicating proof of past experience, a copy of degree and other relevant certificates, a copy of the national ID, and at least one recommendation letter from the previous employer. **Application will be accepted until Tuesday 03, 2022, at 5 PM. Only shortlisted candidates will be invited for a written exam.***

Jean Claude DUSABIMANA
Executive Director, Nature Rwanda

