



Job Opportunity
Finance Officer
Rwanda

Deadline: 4th October 2022, 5PM

VVOB is an international NGO with programmes and projects in 10 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

*VVOB is currently looking for a **Finance Officer** who will work for VVOB Rwanda's multiyear programme on Learning Through Assessment & Data (LEAD), and other programmes to improve the quality of education in Rwanda's basic education sector and beyond from 2022-2026.*

Do you want to take on this challenge? Then continue reading!

In Rwanda, VVOB works in strategic partnership with MINEDUC and in cooperation with the Rwanda Basic Education Board (REB), National Examination School Inspection Authority (NESA) and the University of Rwanda – College of Education (URCE). The Education Advisor – CPD Blended Delivery will work for VVOB Rwanda's Multiyear programme on Learning Through Assessment & Data (LEAD), to improve the quality of education in Rwanda's basic education sector from 2022-2026.

For more information on VVOB in Rwanda and our programmes, please visit our [website](#).

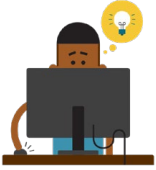
The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

As a **Finance officer**, you contribute to this ambition and these values by taking initiative whenever necessary to ensure the implementation of high-quality management of financial resources at the VVOB country office.



The **Finance Officer** reports to the Operations Manager. You are part of and work closely together with members of the operations team in Rwanda. Furthermore, you work closely together with the other departments in your country.

If you are our Finance Officer, you carry out the following tasks:



- You provide accounting and administrative support to VVOB Rwanda programmes, including bookkeeping, reconciliations and reporting.
- You regularly book invoices and journals to the Accounting system (Navision)
- You make timely payments to staff, partners and service providers (including Revenue Authority) using online banking platforms (EFT and mobile money) and review the cash position of local bank accounts.
 - You support monthly bank, cash and supplier reconciliation processes.
 - You administer workshop budgets and support the operations teams with contract management and inventory asset lists.
 - You facilitate continuous improvement of VVOB's financial & accounting processes and knowledge sharing.

As the **Finance Officer**, you will also perform any other duties assigned by your supervisor in line with the position holder's capacities.

Competency profile

Core competencies:

Competence	Level
Cooperation	1
Continuous Improvement	1
Result Orientation	2

Role competencies:

Competence	Level
Reliability	2
Accuracy	3
Planning & Organization	1
Problem Analysis & Judgement	1
Communication Skills	2



Who are you?

Your expertise and experience:

- Bachelor's degree in accounting, finance/business management or other relevant field or equivalent experience
- 3 years' Experience in finance, specifically in accounting and procurement
- Excellent computer skills in MS office and Accounting packages (e.g. Navision, QuickBooks, SAP, Tally) or other ERP or financial systems
- Fluent in English and Kinyarwanda

Nationality: Rwandan National

Location: Kigali, Rwanda

Start date: as soon as possible



What we're offering:

- A dynamic working environment in an international context
- An exciting job with varied responsibilities and opportunity to progress your career in accounting & finance
- Professional development opportunities
- A competitive salary and benefits package

What's next?

Electronic applications will be only considered. **Submit a motivation letter and a current CV** addressed to VVOB Country Programmes Manager at recruitment.rwanda@vjob.org no later than, **4th October 2022 at 5 PM (Kigali, Rwanda time)**.

More info: For more information, please contact recruitment.rwanda@vjob.org



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