



Job Description

Position Title:	Finance and Administration Manager
Reporting to:	Country Representative Rwanda
Supervises:	Administrative Supervisor, IT Supervisor & Senior Finance Officer
Division:	CWS Africa
Department:	Finance
Team:	Rwanda
Job Location:	Kigali, Rwanda
Grade Level:	Job Grade 8, National

Introduction:

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

Primary Purpose:

The Finance and Administration Manager will be responsible for providing leadership to the Finance and Administration Departments within CWS Rwanda country office. Reporting to the Country Representative, the Finance and Administration Manager will ensure that CWS Rwanda is compliant with relevant CWS and Donor policies and procedures within the finance and administration departments. These will include, but not limited to, budget preparation, planning and oversight as well as coordination, management, and reporting. The Finance and Administration Manager will oversee implementation of Finance and Administration activities efficiently and cost-effectively, providing high quality services and information to programs team, staff, donors and other stakeholders. S/he will also oversee the planning, training, quality control, and monitoring of the Administration team in Rwanda.

Key Relationships

Internal to CWS

- RSC Africa Director
- Human Resource Manager
- Senior Program Manager
- Country Representative
- Procurement Manager
- Finance Coordinator
- Other CWS staff.

External

- Vendors, Banking institutions, Rwandan government, Customers and other agencies.

Working Environment

- Office work environment.
- Periodic travel to the field as may be required.

Core Job Responsibilities:

Finance Administration and Management (40%)

- Provide leadership and support for all financial management areas including accounting, payments, and reporting systems and procedures.
- Coordinate with related staff to ensure that project budgets, accounting and fiscal control procedures are implemented effectively.
- Responsible for annual budgeting process and donor related budgeting process; including providing direct supervision of forecasting and costing out of items proposed in the budget, Managing and consolidating projections from all departments.

- Provide ongoing financial administration to the country office, including the processing of approvals for procurements, consultant agreements, and vendor invoices.
- Oversee the yearly and monthly projections of expected expenses and monitor expenditure within the administrative function.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Work closely with the team over the project implementation planning and cash flow projections.
- Support staff to effectively manage their budgets through training sessions, budget review and feedback.
- Ensure financial records and backup documentation are ready and adequate for internal and external audits. Act as the focal person for system implementation for all Admin business processes
- Coordinate and lead the annual audit process, liaise with external auditors.
- Reports any violation of compliance with CWS Africa's SOPs, Cooperative Agreement and 2 CFR 200, as well as any instances of conflict of interest to the Chief Financial Officer at Headquarters.

Leadership and Management (30%)

- Provide leadership and supervise the administrative functions (Office Management, Finance, and IT) of the CWS Rwanda office ensuring they are professional, effective and efficient.
- Provide direct supervision and leadership to administration staff to include Administration Supervisor, and Senior Finance Officer including yearly performance evaluations, developing job descriptions, participating in hiring and coordinating leave.
- Provide regular feedback to administrative staff and manages facilitation of training, coaching and mentoring.
- Monitor and ensure a safe, healthy, and professional work environment for the administration units.
- Actively supports staff by promoting safe space, open-door policy and the escalation policy.
- Ensure and manage working resources availed to staff in the administration units.
- Ensure direct reports are accessing and using their benefits appropriately including leave.
- Ensure the smooth day-to-day running of the office through supervision and management; planning and supervising work of the program-related finance staff including tracking and monitoring of procurements and expenditures.
- Provide originality, initiative, and good judgment in applying CWS policies to new and unusual problems.
- Coordinate, support and liaise with other CWS Africa offices and sub-offices regarding visits, reports, office policies and services.
- Oversee the inventory of office equipment and supplies.
- Oversee the Fixed Assets Register
- Oversee travel arrangements for staff, both domestically and internationally
- Oversee visa processing for expatriate staff.
- Oversee the maintenance of a clean and professional working environment.

Risk Management and Compliance (20%)

- Oversee all administration and ensure strict compliance with CWS Africa's SOPs, Cooperative Agreement and 2 CFR 200
- Ensure the administration units comply with Fileserver organization and group email protocols.
- Ensure development, implementation, dissemination, monitoring and adherence of Standard Operating procedures (SOPs) for the entire administration function.
- Conduct job function observations of administration, Finance and IT staff to ensure compliance is met and identify any areas of improvement or training needs.
- Oversee regular internal audits and end of year financial audits.
- Assist in program development and proposal preparation as needed.
- Assist Administration Supervisor in ensuring compliance with procurements and CWS Africa's SOPs, Cooperative Agreement and 2 CFR 200
- Ensure the relevant SOPs are regularly updated and stored and training sessions on the same arranged.
- Develop and offer training on office management policies and procedures.
- In Coordination with the Country Representative, update and implement all necessary policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Ensure financial management systems are in line with CWS Africa's SOPs, Cooperative Agreement and 2 CFR 200.

Representation/engagement (5%)

- Develops and maintains good working relationships with external partners, vendors, contractors and other stakeholders.
- Represents organizational policies and culture to staff.
- In coordination with Regional Governance Director maintain good relations with Rwanda government authorities.
- Ensure timely submission of relevant reports to the Rwanda government authorities.

Additional Responsibilities (5%)

- Execute special projects and other duties as assigned by CWS/RSC Africa Leadership.
- Any other duties that may be assigned.

Qualifications:

Experience:

- A minimum of eight (8) years of relevant work experience required.
- At least two (2) years of supervisory experience, with an international NGO in a similar position required.
- At least Two (2) years of work experience in an organization that adheres to US Government CFR 200 required.

Skills:

- Strong computer skills, in particular Microsoft Excel, Word, Outlook and Access required.
- Excellent organizational and time management skills
- Strong verbal and written English language skills.
- Working knowledge of Sage ERP System Working knowledge of the 2 CFR 200
- Knowledge of Rwanda laws and customs preferred.

Education & Certifications:

- Bachelor's degree in business administration, Public Administration, Strategic Management or a related field, or four (4) years additional work experience in a similar field required in lieu of a bachelor's degree.
- Master's degree preferred.

Abilities:

- Serve as a coach/mentor to staff.
- Supervise staff to ensure policies and procedures are implemented and executed in accordance with guidelines and standard operating procedures.
- Exercise good judgement and seek guidance as appropriate when confronted with unanticipated problems.
- Travel in sub-Saharan Africa on short notice and often under difficult conditions to meet the demands of a dynamic program.
- Communicate effectively both verbally and in writing.
- Deal effectively and courteously with many associates, outside agencies, refugees, and members of the public.
- Conduct oneself in a professional and courteous manner to represent the best interests of RSC Africa and CWS
- Maintain a high-performance standard with attention to detail.
- Carry out all the position's duties efficiently and effectively with minimal supervision; Work independently and contribute to overall operations of RSC Africa.
- Take initiative in the development and completion of projects within the specified timeframe; Maintain strict confidentiality with RSC Africa administrative and operational information; Manage a large and diverse workload under pressure with competing priorities.
- Work well as a team in a multi-cultural environment while maintaining a high level of motivation. Effectively manage RSC Africa's resources; and
- Actively contribute to the successful implementation of the U.S. Refugee Admissions Program (USRAP)
- Actively participate in the implementation of the U.S. Refugee Admissions Program (USRAP).

Important Requirements:

- Strong English communication skills, both written and oral
- Ability to work in a multi-cultural environment required
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform onRacial Justice](#) as a CWS employee required

Special Requirements:

- COVID Vaccination is required for all successful candidates.
- The candidate should be in good health, willing and able to travel extensively in often difficult conditions and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for RSC Africa
- This position is based in Kigali, Rwanda
- This position requires the use of laptops at all times, competence in Microsoft office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet the demands of a dynamic operational program.
- Background check which includes references, and an educational and criminal check is required before the start of employment for applicants.
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- **Environmental:** Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.
- Full-time employment.
- All employees should be prepared to work from the CWS office within their location of hire. Any other special requirements.

Please Note – CWS recruitment is free of charge. Church World Service (CWS) does not charge fees of any kind during the recruitment process (Submission of application, interviews, assessments, trainings, etc.). Any solicitation of funds should be reported to fraud@cwsafrica.org

HOW TO APPLY

Send your applications to: <https://local-careers-cwsglobal.icims.com/>

DEADLINE

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