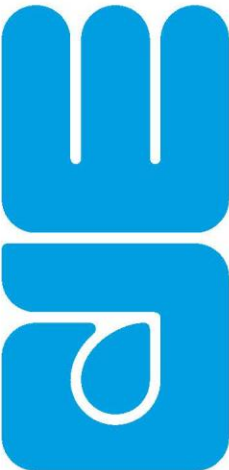


Job Description for Management Accountant



WaterAid

INTRODUCTION

WaterAid's Vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, hygiene and sanitation in the world's poorest communities, WaterAid works with partners to maximize its impacts for policy change/influence.

WaterAid Rwanda (WARw) works through supporting local organizations and government to plan and implement inclusive and sustainable services of water, sanitation and hygiene (WASH). WARw also seeks to influence the policy change through government and other key WASH stakeholders to secure and protect the right of poor people to safe, affordable water and sanitation services. Occupying the position of Management Accountant in WaterAid is an exciting opportunity to work with WaterAid and contribute to the achievement of the national and global goals towards realizing the WASH access for everyone everywhere.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

For more information about safeguarding at WaterAid, please visit our safeguarding webpage at: <https://www.wateraid.org/uk/safeguarding-at-wateraid>



**One vision.
Three goals.**

About the role



A. About the role

Job Title	Management Accountant
Place of work:	WaterAid Rwanda Head Office, Kigali, Rwanda
Grade:	F
Contract type:	Fixed term (3 years renewable)
Reports to:	Head of Finance & ICT
Manages:	Project Finance Assistant
Work Relationships	<p>Internal: Head of Programs, Head of Policy, Advocacy & Cooperation, Head of Business Development, Grants Specialist, MEAL Manager, Head of People, Projects staff, WaterAid EA Region & Global staff.</p> <p>External: Donors, partners, relevant government ministries, other institutions, service providers.</p>
Budget Responsibility	Budget planning and financial processes and control

B. Job Purpose

Job Purpose	The Management Accountant facilitates the financial planning process, analysis, and provision of financial information for management decision making. Key responsibilities include routine support to management and staff in planning, budget management and rolling forecasting processes. The Management Accountant supports the Head of Finance & ICT to implement effective and efficient financial management controls within the context of the country strategy as well as the global finance team objectives. The role holder work closely with Grant specialist to ensure donor compliance.
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C. Main Responsibilities and Duties

- Budgeting and reporting
- Advising on strategic planning and business planning
- Creating financial statements for internal and external company requirements
- Providing financial analysis and forecasting
- Supporting auditing projects

Planning and Budgeting

- Coordinate planning cycle, devise templates for budget holder use and upload budgets to accounting system. Produce bespoke reporting and analyses financial plans in support of management decision making.
- Work with budget holders during planning processes and assist them with using templates and the chart of accounts.
- Support units in the development of budgets. Review and consolidation of country programme plans and in the uploading of budgets by checking the accuracy and completeness of the Country Programme Plans and budgets before consolidation and upload.
- Interpret and summarize budget guidelines to the finance and non-finance team.
- Periodically check that plans agree with organizational strategic objectives and if not clarify on how to classify with Budget holder.
- Disseminate final copies of budget to each respective budget holder.
- Review and make comparisons between last year's expenditure patterns to the current year's proposed expenditure and provide budgetary analysis on programme Budgets and advise the teams.
- Share tools with budget holders on how to monitor their budgets and activities before effecting a payment.
- Provide system generated information such as costing of activities and expenditure to inform the MPB during the planning and rolling forecasting processes.

Management Accounting

- Use SUN systems accounting software to monitor actual expenditure against budget

- Produce monthly, biannual, and annual financial reports to monitor actual expenditure against budget. Use Vision reports to review project spend against approved budget and highlight any variances to Head of Finance & ICT and relevant budget holders.
- Use Vision reports to review project spend against approved budget and highlight any variances to Head of Finance & ICT and relevant budget holders.
- Prepare, interpret non-routine information, and give clear recommendations to management.
- Actively manage debt collection, inventory, and cash balances.
- Forecast and monitor cash flow. This will also involve assisting in cash flow management preparation of monthly cash flows and transfer request from the UK based on submitted budgets and funds requests.
- Understand and interpret marginal and full cost concepts and techniques. Develop and implement appropriate cost allocation procedures to provide for full cost recovery.
- Reconcile Intra organization Accounts with UK Finance Offshore Report and highlight and resolve differences.
- Review, analyze and dispatch monthly recharges journal to and from respective CPs and UK.
- Offer technical support in maintain up-to-date Country Programme Funding matrix that shows a clear funding position at any point in collaboration with the Head of Business Development and Grants Specialist.
- Design and write reports from Sun and other related software to address the information requirements of stakeholders.
- Trace transactions' trails and make correcting adjustments where required.
- Work closely with Head of Finance & ICT and other teams to develop meaningful finance indicators against which to assess impact, cost effectiveness and value for money in the main areas of our work, drawing on internal and external best practice and contributing to the further improvement of WaterAid Rwanda expertise in the area.
- Support and maintain a competent finance team as well as training of the non-finance team in line with the Human Resources policies.
- Support the Country Programme Finance team in any other finance function as assigned from time to time like producing donor reports to which you are the finance lead as per the Restricted Income Project.
- Assist in the implementation of the new WaterAid Rwanda full cost allocation policy.
- Offer support in partner monitoring.
- Actively implement finance related audit recommendations.

Donor Compliance and Reporting

- Produce accurate and quality donor reports in line with donor timelines
- Participate in internal, external and other audits as commissioned by WARw and be part of implementing recommendations from the audit action plan.

Coordination & Networking:

- Liaise with budget holders through regular meetings such as the budget holders' meetings and other forums to enhance efficient budget management practices.
- Support units in the planning and budget development process by producing bespoke reports and analyses for key decision making.

Staff Management, Development and Organization Learning:

- Support and train non-finance teams on financial policies and procedures, donor rules and regulations to enhance compliance to both internal and external stakeholders.

Perform any other responsibilities, tasks or activities as reasonably required as the above is given as a broad range of duties and is not intended to be a complete description of all.

D. Key Competences, Skills, experience, and Knowledge**Qualifications, Knowledge, Skills and Experience**

- Bachelor's Degree in a Finance field plus a professional qualification such as ACA, ACCA, CIMA, CPA, ACMA, CFA or other equivalent finance and accounting certification. A master's degree in a Finance or Accounting qualification will be an added advantage. Professional certification with the Institute of Certified Public Accountants of Rwanda (ICPAR). Part professional qualifications or working towards certifications and having other experience may be considered.
- Significant experience in Finance and Accountancy in a senior position in a major organisation.
- Minimum 5 years' experience in Finance and Grants management.
- Highly computer literate and excellent knowledge and skills in using computer-based accounting systems and Microsoft Excel and Word packages.
- Prior working experience in preparing and monitoring budgets & developing monitoring and reporting systems.
- Possess the ability to provide financial analysis and interpretation to Country Management Team for decision-making.
- Knowledge of international donor reporting requirements.
- Strong knowledge of fund accounting regulations for non-profit organisations.
- Prior experience of working in an international NGO.
- Working experience in using SUN systems and Vision excel.
- Experience of designing, coordinating, and delivering training programmes.
- Excellent Risk analysis and risk management skills.
- High numeracy skills.
- Competency in WaterAid common approaches to work including partnerships, convening, inclusion, systems strengthening, creating behavioral change, and mainstreaming gender and inclusion of youth.

Key competences and Skills (expertise, behavioral competencies)

- Decisive with excellent judgement

- Ability to think strategically with excellent planning and prioritization skills.
- Strong analytical/problem solving skills.
- Excellent interpersonal skills – builds good relationships with internal and external stakeholders; team player with ability to work effectively in a diverse team environment, respect for gender, diversity and organizational culture
- Ability to manage a complex and demanding workload; highly self-motivation, able to work without close supervision.
- Personal integrity, flexible attitude, sense of transparency, proactive and has respect for gender, diversity and organizational culture.
- Good oral and written communication skills.
- Willingness to work additional hours at crucial times.
- Exhibit commitment to WaterAid values and ways of working.