

**JOB OFFER**  
FINANCE OFFICER

<b>Type of job</b>	Full time/Fixed Term
<b>Short Title of Assignment</b>	Finance Officer
<b>Contract Type:</b>	Individual
<b>Duty Station</b>	Kigali, Rwanda
<b>Duration</b>	12 months renewable subject to availability of funds
<b>Start Date</b>	1 April 2021
<b>Applications to be sent to</b>	jobs@iphr-ipdh.org

**1. BACKGROUND**

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education.

iPeace has the mission to equip communities and individuals living in the Great lakes region with the human rights knowledge and good governance skills needed to build a global culture of peace. In order to attain its mission, iPeace receives funds from different donors to implement various projects. For financial efficiency and accountability, donors' funds have to be managed following internationally accepted accounting and finance standards. It is in this line that iPeace is seeking for a qualified and experienced person to support its team in handling financial transactions.

The Finance Officer will provide effective financial and accounting support to the iPeace team. He/ She will implement and as needed manage various financial and accounting systems, processes and procedures while adhering to all iPeace financial policies as well as good accounting practices.

**2. SCOPE OF WORK**

Under the direct supervision of the Country Director, the Finance Officer will be in charge of:

- Ensuring that complete and accurate accounting records for all iPeace's transactions are maintained, and accounting software is updated and reviewed in a timely manner;
- Assisting with iPeace's banking operations, including setting up accounts, updating mandates/signatories, making payments, and reconciling accounts;
- Assisting with iPeace's payroll process, and ensuring that iPeace's overseas' offices process payroll in a timely and accurate manner;
- Preparing monthly management accounts, including updating cashflow forecasts, and other reports (including to the Board, Audit Committee, funders and other stakeholders)
- Acting as a point of contact for iPeace staff in Rwanda and overseas offices for finance queries and providing financial support to team members, ensuring that the policies and procedures of iPeace are relevant and upheld;
- Maintaining relationships with existing suppliers and sourcing new suppliers, ensuring that the correct procurement policies have been followed;
- Assisting with or lead bank reconciliations, petty cash management, voucher compilation and upload and cost projections;
- Assisting and/or leading budget development, account balance management, tax remittance, tax return compilation and activity budget reviews;
- Assisting with audit preparation, auditor reviews and implementation of recommendations as directed;
- Helping programs staff formulate finance-related responses to donors regarding grants, contracts, agreements, and other compliance requirements;
- Reviewing grants and sub-grants to ensure that they are expended in compliance with donor requirements;
- Reviewing and processing expense reports, financial reports, and payment requests prepared by program team members for compliance with iPeace and donor requirements;

- Maintaining and updating budget trackers and providing budget analysis to the project managers for program expenditures monthly;
- Providing standard and ad hoc reports in user friendly formats to authorized personnel as needed;
- Assisting with year-end accounts preparation and any external audits
- Mentoring the day to day supervision of the Finance Assistant
- Other tasks as required by DMI.

### 3. QUALIFICATIONS

The needed qualifications are:

- Bachelor's degree Finance or Accounting from a recognized university AND
- At least Minimum two (2) years of work experience in accounting and/or finance, preferably with local NGOs
- Good command of English and French, working knowledge of Kinyarwanda is an asset.

### 4. KEY SKILLS REQUIRED

The following skills are required from a person applying for the Finance Officer position

- Interest and/or previous experience in the NGO or development sector is required;
- Excellent IT skills, with specific competency with Microsoft Excel. Previous experience using accounting software (iPeace currently uses SAGE) highly required;
- Knowledge/understanding of reporting requirements for Rwanda-based NGOs;
- Self-motivated and dynamic, and a keen attention to details;
- Ability to work in a team environment with technical and non-technical staff;
- Strong verbal and written communication skills;
- Reliable, honest, trustworthy and able to work under pressure;
- Time management, good organizational skills and the ability to keep absolute confidentiality is required.

### 5. REPORTING LINE

The Finance officer will report to the Country Director.

### 6. WORKING HOURS AND CONDITIONS

The Finance Officer would normally work a standard number of hours per week in accordance with iPeace rules and policies. The salary is in line with iPeace salary scale.

### 7. HOW TO APPLY

iPeace invites qualified candidates to apply for this position by providing the following as **one single PDF** attachment:

- (a) A one-paged motivation letter
- (b) Most updated Curriculum Vitae highlighting key qualifications for the job (2 pages Max) with two references preferably most recent employers/supervisors (email and phone numbers)
- (c) Notarized copy of the most qualifying degree/certificate and any other relevant professional qualifications

Applications must be sent electronically to [jobs@iphr-ipdh.org](mailto:jobs@iphr-ipdh.org) not later than **24<sup>th</sup> March 2021 at 17:00** local time (Kigali- Rwanda) and specifically mentioning " **Finance Officer**" in the subject. Short-listed candidates shall be invited for an interview. No phone calls accepted.

Application from female candidates are highly encouraged.

### 8. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need.

iPeace conducts its activities professionally, with integrity and in compliance with laws of those jurisdictions. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery

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or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job application. Any promise/threat by whoever to positively or negatively influence a job application process is null and void.

Done at Kigali, on 20 February 2021

Paulin Muhozi  
**Country Director**

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