**Position Title**: Finance and Award Manager

**Position Structure:** Manager

**Employee Type: X** Full-time regular     ☐Part-time regular    ☐Temporary

**Supervisor Title:** Chief of Party

**Department:** Education and Child Protection

**Division:** Operations

**Work Location:** Kigali, Rwanda

**Child Safety:** ☐Level 1- No Contact    X Level 2- Limited Contact    ☐Level 3- Contact

**Summary**

Save the Children is seeking a Finance and Award Manager for an anticipated five-year USAID Homes and Communities activity. This five-year activity expected to start in 2021/2022 will focus on activities aimed at creating safe, stimulating and supportive home and community environments to improve literacy outcomes for all Rwandan children by the end of grade 3. The Homes and Communities activity will strengthen the capacity of Rwandan systems to provide quality learning environments with the support and materials that all children, boys and girls, with or without disabilities, need while at home or in the community.

The Finance and Award Manager is responsible for the overall leadership of the project’s finance team and oversees all financial management, internal controls and financial compliance aspects of the program, in accordance with USAID guidance and regulations. S/he will manage the implementation of accounting systems, budgeting, expenditure tracking, and financial reporting for Save the Children and any subawards.

The Finance and Award Manager is responsible for ensuring that an appropriate structure exists to ensure effective support of field operations and to protect the integrity of the country office financial and administrative operations. S/he will also need to maintain consistent coordination and teamwork with other senior positions and individuals working on the program as well as with USAID guidelines.

*This position is contingent upon donor approval and funding.*

 **What You’ll Be Doing (Essential Duties)**

Management & Oversight

* Provide day-to-day leadership, management, and oversight of the project’s finance team.
* Review and consolidate monthly financial reports to ensure accuracy and to provide regular feedback to senior management.
* Ensure all financial plans, invoices, reports, and other financial documents and transactions are accurate, timely, and consistent with Save the Children and USAID guidelines and regulations.

Budget Management

* Prepare and monitor budget implementation to ascertain that spending occurs as planned and that variances are anticipated, noted, and corrected; ensure that key program personnel are aware of budgetary resources and are able to monitor their budgets respectively.
* Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with Save the Children’s policies and procedures and donor grant requirements.
* Oversee sub grant monitoring and compliance including organizational assessments, review of financial reports/advance requests, and financial tracking; develop sub grant monitoring plans; perform and document compliance visits.
* Prepare contract agreements and amendments for sub recipients.
* Supervise the finance staff including performance evaluation and revising job descriptions as necessary.
* Develop the capacity of the team and facilitate their professional growth.
* Monitor burn rates, advise on spend projections and maintain and up-date the status of obligated funds.
* Prepare budget revisions and projections to respond to the needs of the program, donor requirement and Save the Children’s management structure.
* Track, report and ensure proper documentation of match funding.

Financial Reporting

* Prepare and revise finance and operation guidelines in order that they adhere to SC and USAID requirements.
* Prepare quarterly reports, consolidated annual fiscal report, cumulative life of project report, and any other required donor submissions.
* Manage the reporting component of the award including reconciling timesheets with financial reports; oversee administrative duties as needed.
* Track the cost share of the project and advise on its documentation and reporting.

Administration

* Close follow up of the status of VAT claims and refund for both partners and Save the Children.
* Follow up for the recording and reporting of project assets on quarterly basis.
* Prepare close-out documentation at end of funding cycle in compliance with donor regulations.
* Provide monitoring and training to partners’ staff in management of USAID grants and other requirements of the donor.

 **Required Qualifications**

* Bachelor’s degree in finance, business, accounting or other relevant field; professional qualification in Accounting desired, CPA or equivalent degree (CA, ACMA, ACCA) strongly recommended.
* Minimum five years’ experience managing finance for USAID-funded projects; in-depth knowledge of USAID financial management rules and regulations.
* In-depth knowledge of US Government rules and regulations including 22 CFR 226.22 CFR-145 OMB Circulars A-122 and A-133.
* Proven ability to prepare multi-year budgets, donor financial reports and USAID audits.
* Strong analytical, leadership and interpersonal skills; demonstrated ability to lead and work effectively in team situations.
* Experience as a coach/mentor to train staff and develop financial skills of colleagues.
* Excellent oral and written communication skills in English.
* Fluency in spoken and written English required.
* Expert computer skills in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.

**Preferred Qualifications**

* Master’s degree.
* Ten years’ progressively responsible experience in financial management for large and complex programs funded by international donors, including the U. S. Government.
* Knowledge of local taxation laws is preferred.
* Experience in managing inter-agency consortiums is preferred.
* Written and verbal fluency in English and in Kinyarwanda.

*Qualified local candidates are strongly encouraged to apply.*

*Save the Children believes every child deserves a future. In the United States and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.*

*Our work for children and their families requires that we commit—at every opportunity—to work together to dismantle persistent systemic and structural racism embedded in this country. Save the Children will not tolerate racism in any form—in our employment practices, amongst our staff, in our leadership or toward the people we serve. We stand in solidarity with* ***all*** *people of color to fight for equal rights and justice.*

*Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children’s policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.*

*We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Save the Children complies with all applicable laws.*