

**FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda**

**VACANCY ANNOUNCEMENT
GRANTS FINANCE OFFICER**

ABOUT FH

FH Association (Food for the Hungry) is an International Christian, Relief and Development organization with a vision “**All forms of Poverty ended worldwide**” and a mission; “**Together we follow God’s call responding to human suffering and graduating communities from extreme poverty**”.

We are seeking to hire a qualified, dedicated and experienced Rwandan National for the “**Grants/ Finance Officer**” position to support the implementation of a Project in Refugee camps and neighboring host communities. The position holder shall be based in Kigali Office with frequent travels to Mahama, Nyabiheke, Kiziba, Gihembe and Kigeme Refugee Camps.

PURPOSE OF THE POSITION

The Grants/Finance Officer is responsible for preparation of timely and accurate financial reports in accordance with donor requirements. He/she ensure electronic and hard copies of supporting documentation are complete and compliant with donor requirements and carries out other tasks relating to FH finance/accounting transactions as directed by Finance Manager.

MAIN KEY RESULTS

Grants process

- Maintain transparent detailed reporting systems to enable colleagues, FH leadership, and external parties to understand the relevant budgets
- Ensure that all financial transactions and reporting procedures are compliant with the specific financial requirements of the donors.
- Provide support to Projects staff during grants implementation on financial follow-up and monitoring in line with Fund Agreement Document.
- Maintain grants and project files and archive financial reports in line with financial policies and guidelines.
- Review and sign grants advances, requisition forms, payment requests on Field Office level.
- Prepare and follow up on the grants partner settlements journal voucher and follow up with finance team to ensure timely submission of partners required reports and related documents.
- Communicate professionally and in a timely fashion with partners to ensure effective grant management and sharing the financial information
- Follow up and update all grants financial systems and share information with related staff.
- Doing regular monitoring to the grant currency and to track the currency fluctuations

Donor Reporting

- Prepare grants financial reports to ensure that management and donors receive the needed data with the required quality standards in line with FH policies and guidelines.
- Coordinate with the finance team at Kigali and Cluster for grant reporting in terms of consolidation, reviewing and the final submission final review.
- Prepare the monthly reconciliation reports to ensure consistency between program and grant module

- Prepare monthly report on cost recovery to ensure that support staff salaries and operating costs are recorded properly and associated to the relevant funding source

Sub grant Management

- Manage and ensure Sub-grantees have internal control systems in place such that accounting records are complete, accurate and are maintained on a consistent basis within the generally acceptable accounting principles.
- Ensure that sub- grantees (partners) with weak capacity are trained in developing internal controls and accounting records. Review expenses charged to grants for accuracy and completeness
- Review budget comparison reports to ensure adherence to restrictions on line item flexibility and stated restrictions on accepted costs. Support follow up actions to resolve any identified problems.
- Design effective budget monitoring tools, generate and review monthly reporting and lead regular meetings with program managers to review issues and trends identified.
- Ensure financial reports are received from sub-grantee, reviewed and consolidated and available to assist in decision making.

Internal Control

- Lead site visits to partners to assess adequacy of internal controls, compliance with applicable laws and regulations, and partner policies and procedures. Report findings to program management including proposed follow-up with sub-grantees based on issues surfaced.
- Lead and coordinate the implementation of the Sub-Recipient Financial Management policy. Ensure all Partners are effectively assessed; categorized and all corrective actions are fully implemented.

JOB REQUIREMENTS

- University degree in Accounting/Finance or other related fields. CPA, ACCA certifications is an advantage.
- Minimum of 3 years' experience in Grants Finance/Accounting role, preferably with NGO experience.
- Experience working with different donors and local partners

OTHER ESSENTIAL REQUIREMENTS

- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat.
- Ability to work effectively in a team and contribute positively to the development of that team.
- Experience and willingness to work in a refugee camp
- Staff management experience and abilities that are conducive to a learning environment.
- Experience using MS Office packages, social media platforms like Skype, Zoom and Google Meet for online purposes
- Solid communication and presentation skills
- Ability to work creatively and adapt to changes within the team, location or programs
- Excellent writing and editing skills – proficient in Microsoft Office Suite.

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **12th March 2021** using the following link: <http://41.216.97.161/fhrwjobs>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanda@fh.org
- The filling of this position is subject to Contingency Fund

FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 4th March 2021

