



VACANCY ANNOUNCEMENT – ADMIN AND FINANCE ASSISTANT

ALIGHT (formerly American Refugee Committee) works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **Admin and Finance Assistant**, to be located in any one of the refugee sites in Rwanda where ALIGHT has active operations and programming.

PRIMARY PURPOSE:

The Administration and Finance Assistant (AFA) serves as the focal point for finance, administrative and human resource support and services and the program site. S/he ensures ALIGHT rules and procedures, financial controls and accountability mechanisms are effected, implemented and followed, supporting programs and logistics through maintaining records, managing official documents, providing monthly financial reporting, facilitating casual labor payments and reviewing procurements against spending plans.

KEY RESPONSIBILITIES:

- Oversee the day-to-day monitoring and input of field financial and monetary transactions.
- Maintain and manage program petty cash disbursements
- Submit monthly closing of financial reports to ALIGHT Kigali finance on a timely basis.
- Prepare timely budgets, cash requests and accounting reports.
- Monitor grant spending and projections, as informed by program leads
- Maintain all financial files, and grant expense management
- Certify casual laborers attendance sheets and prepare casual laborers payroll, including payment sheets
- Track and maintain payment of all-necessary taxes, utilities, and leases
- Review/certify procurement requisitions against program budgets and knowledge of current market data
- Prepare all required financial and administrative, and human resources reports as scheduled – including time sheets, staff leave and absence management
- Maintain a good filing system for all program and project related documents, including official letters, personnel files and other official documents

REQUIRED SKILLS, BEHAVIORS & EXPERIENCE:

- Minimum of A0 Bachelor's degree in Finance, Accounting, Economics, or any other related field from a recognized university required
- Minimum three years of experience in administration and accounting field; experience in HR an added advantage
- Ability to perform accounting and budgeting functions, using spreadsheets
- Demonstrated strong analytical skills and report writing skills
- Experience creating monthly financial reports and spending projections
- Good computer skills and familiarity with Microsoft Office system
- Capable communicator in English; including written
- Conversance with French, Tigrinya and/or Arabic an added advantage
- Self-motivated and client-orientated with a strong sense of personal ethic, integrity and quality
- Strong interpersonal and intercultural skills
- High level of flexibility and tolerance to ambiguity

APPLICATION GUIDELINES: Interested and qualified candidates should submit 1page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most recent or current employer/supervisor (**all in/as one document**) - via email only to: **RWJobs@wearealight.org** with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **April 11th 2020 at 16:00hrs**. Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.