

## **Job description of Finance Assistant**

**Organization Background:** Education Development Center (EDC) is one of the world's leading non-profit research and development firms. Established in 1958, EDC's work spans the globe, joining research with practice to meet today's and tomorrow's challenges in education, health promotion, technology, human rights, and the environment. EDC's services include research, training and technical assistance, and educational materials, with activities ranging from seed projects to large-scale national and international initiatives. While the issues we confront are complex, all that we do is united by one simple conviction: Learning is the liberating force in human development.

**Project Background:** EDC currently implements 3 projects in Rwanda. *USAID Huguka Dukore Akazi Kanoze (HDAK)*, a project that over the course of five years, has been preparing Rwandan youth workforce to meet the needs of an evolving knowledge-based economy that requires 21st century capabilities. It aims to provide 40,000 vulnerable youth with employability skills by scaling up proven successful interventions across 20 of 30 districts countrywide. *USAID Umurimo Kuri Bose (UKB)* is a 2-year project that aims to increase employability skills of youth with disabilities in 12 districts, while fostering an enabling environment for youth with disabilities to be able to access and succeed in employment and self-employment. *Mastercard Foundation Building Resilience in TVET through E-learning (BRITE)* is a 2-year project that will support and work closely with Rwanda Polytechnic to help strengthen existing e-learning initiatives by focusing on transferable employability skills, trade-based technical skills, as well as remote support to students during their internships and/or apprenticeships.

**Summary:** The Finance Assistant will be responsible for routine basic accounting processes in accordance with the set Standards and accounting procedures for EDC projects in Rwanda. The Finance Assistant will be based at the Kigali Office and will report to the Accountant with liaison with the Finance and Administration Manager.

This position will report to the Accountant. This position is located in **Kigali**.

### **Essential functions include (but are not limited to):**

- Proceed with all transactions data entry in the Quick books system as payments are processed.
- Organize and maintain accounting filling system
- Ensuring proper custody of accounting records and documents;
- Prepare online payments into online banking System
- Assisting the Accountant in preparation, declaration and payment of all statutory deductions to the RRA on monthly basis.
- Assisting in the preparation of monthly, quarterly, and annual financial reports;
- Review all payable documents for completeness, validity and accuracy before preparing payments for supplies and service providers
- Prepare payment voucher and verify if all supporting documents are attached e.g.: Request, Invoice, Delivery note, Purchase order or Contract, Travel request and Expenses.

- Complete periodic scanning and maintain electronic filing of finance documents as needed.
- Distribute and Generate Checks
- Help in VAT refund by availing required documentation.
- Disseminate pay slips to staff not later than each month.
- Perform any other duties as required by the supervisor

### **Qualifications and Requirements:**

- A Bachelor's degree in accounting or finance, Business studies and other related fields from a recognized institution.
- At least 1 year of working experience in a similar work.
- Knowledge of finance processes, systems, and principles.
- Knowledge of computer packages (including Excel, Word, PPP and other Accounting software, i. e QuickBooks)
- Teamwork
- Interpersonal relations
- Confidentiality and Ethical behavior.
- Time consciousness
- Fluency in English and Kinyarwanda

**Application process:** Interested candidates should submit their application via email [ryp@edc.org](mailto:ryp@edc.org) addressed to the EDC Country Director, including a CV and Cover letter, not later than **April 23, 2021** midnight.

Please note that only shortlisted candidates will be contacted.

**EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women and persons with disabilities are encouraged to apply.**