

## **Administration and Finance Manager**

### **Finance**

- Oversee development of the company's financial goals and objectives, and monitor their achievement
- Prepare financial statements relating to general ledger, budget, expenses, etc., in line with standard accounting process
- Oversee development of budgets and forecasts, and monitor and manage expenses to ensure alignment with budgets
- Manage accounts payable and receivable
- Ensure prompt payment of financial dues relating to taxes, utilities, inventory, etc.
- Assess profitability and financial efficiency of operations and recommend improvements to management where necessary
- Train staff on basics of accounting, financial reporting and avoidance of financial malfeasance, to promote company-wide adherence to best practices in these areas

### **Administration**

- Lead development of systems, policies and procedures in all the company's departments to ensure efficient and effective implementation of activities, and promote best practices in quality assurance
- Support development of work plans for all departments and monitor work plans on a monthly basis, ensuring costs and expenses are aligned with budgets, that targets are achieved in a timely manner, and provide timely reports on the same to management
- Oversee development of all contracts and agreements, and manage other legal, regulatory and contractual obligations of the company
- Ensure proper care and maintenance of assets, both tangible and intangible

### **Requirements**

- Bachelor's degree in Business Administration, Accounting, Finance or a related field
- Minimum 2 years of experience in a similar role
- Strong problem solving ability
- Experience using MS Office (Excel and Power Point) and SAP
- Strong understanding of financial management & systems
- Proficiency in both spoken & written English is required. Proficiency in French and/or Kinyarwanda a plus
- Familiarity with RSSB, RRA rules and regulations a plus
- Experience working in a poultry agribusiness a plus
- Leadership/management experience in an agribusiness venture a plus

### **How to apply**

Email an application letter, desired salary range, CV, and contact information of three professional references to [info@keyonfarms.com](mailto:info@keyonfarms.com)