JOB DESCRIPTION:

Finance Accounting Supervisor

**Introduction**

CARE is a leading humanitarian organization fighting global poverty. We seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International aims to be a global force and a partner of choice within a worldwide movement dedicated to ending poverty.

**Overview of the Role**

**Job Purpose Statement**

The Finance Accounting Supervisor is responsible for all areas relating to financial accounting within CARE Rwanda. He/she is responsible for ensuring the accuracy of data in the financial system and that all data is up to date. He/she oversees the work tasks of employees in the accounts payable section. The Finance Accounting Supervisor ensures that there are adequate funds for the country office to enable delivering all its plans and objectives. The position holder is the focal point between the Country Office (CO) and the Shared Service Centre (SSC) for all Financial GM System related issues. Based on the system data, the role will also provide analytical reports to the Head of Finance that will support Financial Decision Making.

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| **Reports To:**  | Head of Finance | **Location:**  | Kigali |
| **Supervises:**  | Accounts Payable Officer | **Grade: C5** |       |

**Key Responsibilities**

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| 1. **Team Leadership and Functional Management**
 | **Level of Effort:** **15%** |

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| Lead the Accounts Payable Officer, and support other members of the Finance Team, in a manner that empowers them to deliver best practice in finance management and an effective service to the staff and management of CARE Rwanda | Communicate to the Accounts Payable Officer a clear and exciting vision for the work of CARE and for the role of the department in achieving our goals | * Provide clarity on the role of the department in achieving the organizational goals.
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| Manage the Accounts Payable Officer towards high standards of performance through clear roles & responsibilities and provision of appropriate support. Proactively address performance issues through timely constructive feedback and coaching | * Recognise and encourage good performance
* Conduct periodic staff appraisals holding the Accounts Payable Officer accountable for meeting time and quality targets and delivering any improvement goals which have been identified
* Providing the necessary resources, tools and equipment including coaching to assisting staff to prevent or resolve problems, as well as to improve performance
* Take decisive action in case of poor performance
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| Work with the Head of Finance to develop and implement the annual plan for the finance function | * Prepare and/ or review work plans ensuring that team members are given appropriate workloads and are working efficiently to meet targets
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| Convene regular meetings to review and manage the progress of the accounts payable process; leading the team to incorporate lessons learned into future plans and actions | * Work with SSC AP team Supervisor when a meeting is required
* Perform Quarterly meetings with SSC
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| 1. **Treasury Management**
 | **Level of Effort: 15%** |

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| Coordinate treasury activities in order to maintain a satisfactory level of liquidity at the Country Office for smooth implementation of activities | Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements | * Review the cash position report on weekly basis and submit to the Head of Finance for information and action,
* Check available funds on CARE Rwanda bank accounts on a daily basis and communicate any exception observed
* Initiate the funds transfer request from CHQ based on Cash forecasts received from all CO departments
* Provide prompt confirmation to CHQ Treasury about funds received
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| Maintain a good banking relationship on behalf of CARE Rwanda, acting as focal person for all day to day banking needs | * Address all queries raised by the bank in relation to CARE Bank operations
* Communicate and follow up with the bank an any discrepancies or other issues arising during the bank reconciliation process
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| Coordinate activities related to adding new signatories and/or deleting signatories on bank accounts | * Ensure accurate completion and timely submission of documentation regarding addition, removal or other changes to bank signatories rights
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| Work with banks and other country offices to explore opportunities for improved banking facilities and inform supervisors with recommendations for implementation | Ensure Bank Signatory are timely updated Play the focal person role  |
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| 1. **Accounts Payable (AP) Process**
 | **Level of Effort: 25%** |

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| * Provide oversight to ensure all financial transactions are in accordance with CARE policies and procedures
 | Supervise and support the Accounts Payable Officer to process accounts payable documentation accurately and in a timely manner | * Closely monitor and follow through the invoices at the level of the Accounts Payable Officer for timely processing
* Provide timely support to the Accounts Payable officer to find proper solutions in relation to Payment requests reported as incomplete
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| Monitor the track report to ensure that AP activities are running smoothly within the Service Level Agreement | * On daily basis monitor the AP tracker issued by SSC and compare the information with the Accounts Payable CO Mail box to identify any potential delays in recording vouchers and alert SSC to any potential delays
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| Identify any recurring issues at CO level and propose adequate solutions (lack of supporting documentation, issues in accounting, respect of timelines, requestors not sending scanned requests, etc….) | * Review Daily Tracker reports sent to Country Office on a daily basis and take appropriate required actions
* Review the Quarterly Dashboard reports being prepared andshared by SSC and identify any potential area of improvement
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| Monitor AP related communication between CO and SSC to ensure that feed-back and issues are resolved in acceptable timeline | * Support the Accounts Payable officer on the issues reported in the tracker report
* Play the focal person role for the Country office and manage all communications with the SSC AP (Shared Service Center – Accounts Payable Team)
* Report to the management any issue that need their attention
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| 1. **Payroll, Staff Benefits and Statutory Returns**
 | **Level of Effort: 20%** |

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| Manage monthly payroll process to ensure accurate and timely payment and recording of all staff benefits, ensuring that statutory deductions are correctly calculated and that all dues are paid and reported within the deadlines | Ensure monthly payroll is prepared accurately and in accordance with CARE’s procedures | * Review the monthly payroll as prepared by HR and submit for approval
* Check that statutory deductions have been made correctly
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| Ensure timely payment of salaries and other benefits | * Prepare of the monthly bank lists to facilitate transfer of staff salaries within the dead-line
* Coordinate with HR to ensure that final dues are paid to separated staff within the deadline
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| Ensure accrued staff benefits are accurately calculated and recorded | * Prepare monthly staff benefits accrual schedules and report the same to SSC as appropriate
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| Review the monthly Personnel Activity Reports (PAR) to ensure that there are accurate | * Review monthly PARs ensuring charging codes are accurate.
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| Allocate payroll costs to projects and donor budgets | * Apply CARE USA PAR allocation tools for effective allocation of payroll costs
* Properly filling all files related to payroll allocation and sharing the same files with SSC for their filling and future usage during audits
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| Ensure taxes and other statutory dues are paid and reported within the deadlines | * Retrieve from the System monthly deductions information and sharing of the related information to HR for statutory dues payment
* Ensure that statutory dues are recorded and paid within the deadline
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| 1. **Monthly & Year End Financial Reporting and Analysis**
 | **Level of Effort: 20%** |

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| Ensure the accuracy and completeness of CARE financial records, and timely month end and annual closing of financial books in adherence to CARE Global calendar  | Ensure that all transactions pertaining to the closing period are posted into the financial system | * Following up with specific budget holders on costs to be accrued where applicable and have them recorded in the appropriate
* Work with the HR, Procurement and logistics’ office in order to ensure that all invoices are submitted in Finance.
* Coordinate with the Accounts Payable officer on timely advances liquidations.
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| Ensure that the monthly financial reconciliation and analysis is carried out on time and to standard and report any exceptions to the Head of Finance | * Monitor the closing tracker as regularly shared by SSC and respond to queries in a timely manner
* Generate and review monthly trial balance and take action to have any errors corrected promptly
* Communicate to the Accounts payable office the required adjustment from AP & AR modules
* Maintain a comprehensive report as in the FAR form ( one file but with all accounts with their details per sheet) on a monthly basis.
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| Take the lead in coordinating the monthly / annual financial books closing process, ensuring that all related activities are performed within the CARE deadlines and as per CARE USA monthly/annual closing guidelines, policies and procedures | * Ensure that monthly closing required information are submitted on time including bank fee template, bank statements, facility allocation table, etc.
* Perform the quarterly reconciliation between GL and Property register
* Share with all staff the Closing guidelines for them to plan for compliance
* Ensure set deadlines are met for the financial books closing on a monthly basis and annual closing processes
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| 1. **Financial System Administration**
 | **Level of Effort: 5%** |

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| Support the Head of Finance in maintaining and updating the Financial System | Act as administrator for the financial system ensuring users are added/deleted in a timely manner | * Give access to new users, inter- Bu access, promptly removing staff who have left CARE Rwanda
* Support users to request or modify access usability in the system
* Perform quarterly user verification and report the same to SSC
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| Provide system user support as required, acting as key point of contact with SSC as necessary | * Provide coaching and training to users to enable full utilisation of the system
* Support all staff on the issues encouted during the use of PeopleSoft ( Review of Chartfields where requisitions has errors,
* Timely de-activation for separated employees
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**Additional General Responsibilities**

* Keep up-to-date with CARE’s emerging strategies and approaches and contribute proactively towards implementation
* Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
* Be proactive in ensuring that CARE’s core values, code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others
* Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences
* Carry out other duties as requested by the Head of Finance

**Important Relationships**

**Internal**: Finance Team, HR, Program staff, CARE USA, Shared Service Centres; other COs

**External**: Partners, Bank, External Auditors

**Requirements for the Role**

**Educational Qualifications (required)**

* Bachelor’s Degree, preferably in Accounting or related field
* Professional Qualifications ACCA or CPA is required

**Experience required:**

* At least three (3) years’ experience in general accounting and accounts payable departments
* With at least 2 years supervising direct reports.
* Strong knowledge of rules and regulations surrounding disbursement activity
* Strong knowledge of the Procurement processes from requisition to payment with an excellent sense of best business practices

**Technical skills**

* Strong analytical skills; demonstrates a probing mind; thinks independently.
* Excellent computer software skills, including Microsoft Excel & Microsoft Office and financial software
* Deadline-Oriented
* Ability to place a high emphasis on good controls surrounding financial reporting
* Having good attention to details
* Ability to work effectively with people at all levels of the organization; strong interpersonal skills; likeable, but fair; deals honestly with people.
* Ability to establish collaborative relationships with peers.
* Ability to effectively communicate orally and in written reports; can crisply communicate goals and objectives; possesses the ability to respond effectively to direct questions.
* Ability to exercise good judgment; makes decisions in logical and rational manner
* Ability to gather facts, analyse problems in depth and break down into components
* Good communication skills both oral and written in Kinyarwanda, French and English

**Competencies:**

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| **Competency** | **Level 1***Individual contributor* | **Level 2***People & Process Manager* | **Level 3***Organizational Leader* |
| Inspire & Develop Others |  |  |  |
| Impact Focus |  |  |  |
| Facilitate Change  |  |  |  |
| Cross Cultural Adaptation |  |  |  |
| Business Knowledge |  |  |  |

**Signatures:**

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| I have read, fully understood, and accept the requirements and responsibilities of this Job Description |
| Name of Job Holder: | Signature(s): | Date: |
| Name of Supervisor: | Signature(s): | Date: |