

FINANCE OFFICER

JOB DETAILS	
<b>LOCATION:</b> Kigali, Rwanda	<b>CONTRACT TYPE:</b> Fixed term – 6 Months
<b>INTERNAL JOB GRADE:</b> D2	<b>DEPARTMENT and TEAM</b>
<b>SALARY:</b> as per Oxfam Rwanda salary scale	<b>HOURS (FTE):</b> 37.5 per week
<b>FLEXIBLE WORKING</b> We believe flexible working is key to building the Oxfam GB of the future, so we're open to talking through the type of flexible arrangements which might work for you.	
<b>COMMITMENT TO DIVERSITY AND INCLUSION</b> We are committed to ensuring diversity and gender equality within our organization.	
<b>DEPARTMENT PURPOSE:</b> Finance Officer is a role which will be part of the Business Support Unit. <b>TEAM PURPOSE:</b> Offering financial management of the Legacy Project; monitoring the progress of all legacy projects, investigating variances, reviewing expenses, and ensuring that project invoices are processed, and payments received by the suppliers/service providers. <b>JOB PURPOSE:</b> To ensure accurate, timely and reliable financial information provided to Rwanda Legacy Office, through efficient management of the financial information. work closely with Finance and Compliance Manager (FCM) in the budgeting, budget monitoring processes, ensuring cost-effectiveness in the accounting processes in the programme, be responsible of review of supplier invoices and offer financial support to Implementing Partners in Oxfam's operating areas.	
<b>ROLE REPORTS TO</b>	Finance and Compliance Manager (FCM)
<b>ROLES REPORTING TO THIS POST</b>	<Add the job title for any direct reports and detail any matrix or task management relationships.>
<b>BUDGET RESPONSIBILITY</b>	<If yes state budget if known ie typically/up to £xx pa>
<b>DIMENSIONS OF THE ROLE</b> < PLEASE REFER TO GUIDANCE <a href="#">HERE</a> TO FIND RELEVANT DIMENSIONS TO INSERT (ADD LINK)>	
<b>KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)</b> <b>Accounting/Finance responsibilities</b> <span style="float: right;">60%</span> <ul style="list-style-type: none"> <li>• Process supplier and other payments within the agreed terms and follow up with the logistics to ensure payment is done according to the rules and procedures of Oxfam GB, ensuring that they are valid and are adequately supported.</li> <li>• Timely preparation of Month End Financial pack for review by the FCM before approval by the Legacy Manager and submission to the Node.</li> <li>• Prepare project monthly BVAs for programme monitoring and action.</li> <li>• Prepare the cash and Bank Book and scan all supporting documents to be uploaded into PeopleSoft.</li> </ul>	

- Payroll preparation for FCM review before approval by Legacy Manager.
- Management of Petty cash and the custodian of the safe.
- Record, manage and follow up on all outstanding staff floats, debtors, and creditors, and perform monthly reconciliations and clean up on balance sheet accounts.
- Maintain proper records and filing of all financial transactions.
- Prepare and upload monthly journals in GL (depreciation, EOC, prepayment).
- To ensure that statutory obligations are adhered to, and all taxes are remitted on time.
- Request monthly Top Up Request from Programme Managers, consolidate and submit to the Country Program Accountant for review.
- Ensure proper use and maintenance of computerised financial systems (including the accounts package designed for Oxfam GB purposes (Peoplesoft)).
- Support Oxfam programme audits by providing the required information.
- In collaboration with Programme Managers, preparation of donor reports for Country Programme Accountant review.

### Partnership Support

40 %

- Serve as a liaison person with whom partners can contact to ask advice on financial and administrative matters and inquire any information related to compliance with the contract.
- Review partners reports and/or generate consolidated financial reports for use by the FCM for compliance with grant and donor requirements.
- In collaboration with the FCM and Programme Team conduct a financial assessment to know the level of changes in partners' management system.
- Documents internal control weaknesses of the partners and recommend appropriate ways to address the weaknesses by the partners.
- In collaboration with FCM, support partners to develop and maintain proper financial systems and records.
- Providing capacity building and mentoring to partners.
- Perform checks on all financial reports submitted by partners and follow up to resolve any queries.
- To undertake any other duties as shall be assigned by the Line Manager from time to time.

### PERSON SPECIFICATION

**Most importantly, every individual at Oxfam International Secretariat needs to be able to:**

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

<p>identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."</p>	
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**EXPERIENCE, KNOWLEDGE & COMPETENCIES**

**ESSENTIAL**

- **Self-Awareness**
- **Mutual accountability**
- **Relationship building**

**In addition:**

- 3 years accounting experience preferably in an NGO
- First Degree and recognized accounting qualification
- Knowledge and understanding of project budgeting, monitoring, and reporting
- Knowledge and experience of computerised accounting systems
- Demonstrable numeracy and computer skills
- Ability to work under pressure, meet deadlines and show initiative
- Result oriented.
- Analytical thinking and critical thinking.
- Supporting others and team spirit.
- Ability to travel from time to time.

**Desirable**

- Effective time management
- Good communication skills and information sharing.

**SAFER RECRUITMENT:** Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.