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|  | TITLE: | DIRECTOR OF FINANCE & ADMINISTRATION | POSITION #: | RW-IR-001 |
| | LOCATION: | KIGALI, RWANDA | RECRUITMENT TYPE: | INTERNATIONAL |

POSITION SUMMARY

As a member of the Senior Management Committee, the Director of Finance & Administration (DFA) shares in the overall responsibility for the direction and coordination of AKADEMIYA2063. The DFA in his/her capacity is responsible for finance administration, fiscal management, contracts & grant management, as well as financial and grant reporting. He / She ensures an effective framework is in place for informed decision-making, including appropriate financial and risk management strategies, internal/external audits, compliance policies, organizational planning, and reporting.

DUTIES & RESPONSIBILITIES

- Provide efficient overall financial management including developing and managing administrative processes and procedures, financial resources budgeting and cash management systems.
- Provide robust financial oversight for the organization, ensuring that committed funds, pipeline funds and funding gap outlook is well managed and up to date.
- Provide guidance and leadership in development of overall budgets, grants, and contracts for the Organization.
- Review, develop, and implement financial policies, procedures, and practices; recommend improvements to financial processes and controls as required or needed.
- Oversee preparation and timely distribution of the annual budget, long-term forecasts, and regular financial and management reports in accordance with internal and external obligations.
- Provide efficient organization and oversight of cash management processes, including liquidity management, risk assessment, bank relationship management; timely accounting and reconciliation of all transactions, security for cash assets on site.
- Provide all budget holders with a monthly update on budget variance analysis, and work with them to estimate fund requests on a timely basis to ensure resources are in place for carrying out project activities.
- Manage financial aspects of budget development for new proposals, monitor budget and expense trends, recommend and implement corrective actions as required or needed.
- Oversee and monitor sub grantees/ grants as required.
- Manage the Internal/External Audit process.
- Ensure compliance with policies and good practices and management of the procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement.
- Ensure effective management of the contracting strategy including tendering processes and evaluation; effective management of the administrative contract, contractor and legal implications; efficient oversight of procurement processes and logistical services.
- Lead logistic and administration team and ensure effective and smooth office operations, including security and safety of the workforce, transportation management, asset management and Information Technology.

EDUCATION & TRAINING

- Master's Degree in Business Administration, Public Administration, Finance, Economics or related field.
- Full Accounting qualification (i.e. CPA, ACCA or equivalent)

KNOWLEDGE & EXPERIENCE

- At least 10 years of financial leadership experience in finance & control, reporting, accounting, risk management, treasury, project development and investments with non-profit or for-profit organizations.
- Proven experience in successfully building or reorganizing a financial system, preferably in a cross-organizational, multi-country context.
- Requires extensive experience in working with computerized accounting systems, standard spreadsheet and database programs.
- Solid knowledge in financial resources, contracts, asset and procurement, information and communication technology, and general administration.
- Ability to lead business processes re-engineering, and implementation of new systems (business side).
- Fluency in written and spoken English or French with working knowledge of the second language.

SKILLS & ABILITIES

- Great leadership and people management skills, including excellent communication, interpersonal, and diplomatic skills.
- Strong analytical and organizational skills, including a demonstrated ability to conduct complex analysis of financial data and to forecast/assess the financial impact of proposed plans/projects.
- Skilled in managing and compiling financial data and ensuring compliance with various donor requirements
- Demonstrates strong oral and written communication skills.

APPLICATION DETAILS

If you are interested in this position, please send your detailed e-mail application: CV including 3 references and cover letter in English by **October 31, 2020** at the latest to careers@akademiya2063.org . Please include the position title in the subject line.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

AKADEMIYA2063 is an equal opportunity employer.