



Overview:

The GiveDirectly regional finance team currently supports finance and accounting activities in seven (soon to be eight) countries in Africa. As a member of the regional finance team, the Rwanda Finance Associate will assist the Rwanda Finance Manager, and support both Rwanda and DRC operations. He/she will assume both country office and cross-border finance and accounting roles, covering any resource gaps that are expected to come with the widened scope to the team.

The Finance Associate will report to the Finance Manager in Rwanda. The role holder is also expected to work as an internal advisor to the Rwanda country management team on finance and accounting matters and be a resource person to colleagues in the finance team.

Job Description:

Finance

- Reviewing and processing staff allowances
- Processing vendor payments
- Implementing asset management protocols including asset verifications and reconciliations
- Managing liquidity requirements in country

Accounting

- Documenting transactions in accordance with GD's global bookkeeping standards in GD's accounting software
- Preparing and presenting budget to actual reports
- Assisting on other monthly and periodic close tasks as assigned with time

Risk / Compliance

- Understanding, advising and implementing on compliance requirements from tax regulators and donors
- Assisting in managing in-country audits and special reporting to donors and regulatory bodies (immigration, NGO Board etc)

Desired qualifications:

- Bachelors' degree
- Professional qualification (CPA or ACCA) level
- Minimum experience of 3 years
- Currently resident of Rwanda (by citizenship or emmigration)
- Proven experience working in a matrix reporting environment, or on multiple projects
- Knowledge of accounting and tax regulations in Rwanda, DRC an added advantage
- Competence in excel and accounting software
- A team player, leader, good project manager, effective communicator with strong analytical skills

If interested, please apply here: <https://givedirectly.recruiterbox.com/jobs/fk0qn2i?source=>