

<b>Job Title:</b>	<b>Accountant</b>
<b>Reporting to:</b>	<b>Head of Operations, East Africa</b>
<b>Salary:</b>	<b>RWF12,500,000 – RWF16,800,000 pa gross depending on experience, plus transport allowance</b>
<b>Location:</b>	<b>Kigali, Rwanda</b>
<b>Contract/ Hours:</b>	<b>Fixed term, 2 year / full time (with possible extension)</b>

### About Chance for Childhood

Chance for Childhood (CfC) is an INGO, registered in Rwanda to deliver locally led, relevant and sustainable development while enhancing disability inclusion across in development programming with a specific focus on inclusive education and safe spaces for children to grow learn and thrive. CfC has over 25 years of experience implementing holistic community-based projects with children in vulnerable situations across East Africa. The foundation of our approach is to recognise and respond to intersecting vulnerabilities with a particular focus on enhancing disability detection to enhance life chances and educational outcomes for children.

### Purpose

Chance for Childhood is seeking an enthusiastic, hardworking and self-motivated individual to oversee financial accounting responsibilities including but not limited to generating accurate financial reports while ensuring compliance with organisation procedures as well as other stakeholders over the control environment so that financial results are accurate, valid and complete.

**CHANCE FOR CHILDHOOD - WE FIGHT FOR EVERY CHILD.**

## Main Responsibilities

- Provide accurate, timely, and relevant recording of transactions, generating financial reports, and any analysis of financial information.
- Build a solid trail of documentation to be used during audits by filling hardcopies in a chronological manner.
- Completing all the month end tasks in line with timetable.
- Monthly preparation of balance sheet reconciliations.
- Provide input to organization-level budgets and forecasts as well as support the programs team in the development of new project budgets while ensuring cost-effectiveness and good value for money.
- Ensure timely submission of project financial reports and request of funds to the various donors accordingly.
- Work closely with the project managers to monitor project activities against work plans and budgets, highlighting financial implications and risks to project delays or issues
- Ensure overhead recoveries and project support costs are appropriately charged to the correct fund code with reference being made to the donor budget and terms of grant/grant agreement
- Periodically review expenditures made at the time to ensure proper documentation checking for purchase requisitions, quotations, approvals, invoices, delivery notes, receipts, etc
- In collaboration with the program manager, facilitate on a quarterly basis the partner finance assessment/check
- Managing the day-to-day finance function of the office, maintaining financial controls, managing petty cash, regular payment runs, etc.
- Reconciling the organization's bank statements against bookkeeping ledgers
- Monitoring/managing income and expenditure accounts while keeping a check on the organization's finances/cash flow based on financial status
- Filing and remitting statutory deductions such as taxes, social security contributions, Annual fillings, Student loan repayments, and other financial obligations
- Managing financial and accounting software used within the organization

- Ensure compliance with applicable standards (i.e. GAAP, FASB), rules, regulations, and systems of internal control
- Aid in the implementation of new accounting & procurement policies, standards, and guidelines
- Identify and implement improvements to processes to enhance efficiency and value for money
- Assist with and act as the primary point of contact for auditor requests
- Provide support in carrying out financial due diligence checks with new and existing project partners
- Help build the financial capacity of project partners based on capacity gaps identified (requiring travel to partners' offices outside Kigali)
- Handle sensitive information in a confidential manner

### **Person specification**

#### Essential

- Bachelor's Degree in Accounting, Finance or Business Administration
- Experience in accounting and finance position of between 3 to 5 years
- Ability to summarise and communicate detailed financial reports for donors and/or stakeholders in a clear and understandable way
- Experience budget preparation
- Experience in payroll management
- Excellent competency in using Microsoft Office software
- Knowledge of tax regulations with specific interest in INGO operations
- Excellent written and spoken competency in English
- A good knowledge of French is required
- High level of accuracy and attention to detail
- Flexibility and ability to work with a diverse team
- Excellent communication skills

#### Desired

- Professional accounting qualification (ACCA, CPA or any other equivalent)
- Competency in using NetSuite software

### **Job application procedure**

Interested candidates should send their application (**in one PDF document**) including:

- a **one page** cover letter
- a **two page** Curriculum Vitae (CV) having names of three referees with contact emails and telephones
- disclosure of any prior misconduct or termination of past employment, with consent to the disclosure by the former employers as part of the recruitment process
- copy of ID
- copy of relevant education qualification documents.

All applications are to be addressed to the Head of Finance through the following email address: **finance@chanceforchildhood.org**

Deadline for application: **17<sup>th</sup> July 2024**

### **NB:**

- Only applications sent via the above e-mail shall be considered
- Only candidates with the right qualifications and relevant experience shall be shortlisted and contacted
- Incomplete applications shall be rejected

### **Safeguarding**

Chance for Childhood is committed to safeguarding everyone we encounter. We have a zero-tolerance policy towards any abuse, neglect, and exploitation of all people. Everyone that works with us is required to share and uphold this commitment through signing and complying with our Global Safeguarding Policy and Code of Conduct.

Pre-employment checks are undertaken to ensure high standards are maintained, including a police check (or equivalent) and references.