

**Position Title:** Finance Officer  
**Reports To:** Senior Finance Officer  
**Supervises:** None  
**Division:** CWS Africa  
**Department:** Administration, Finance  
**Team:** Administration, Finance  
**Job Location:** Kigali, Rwanda  
**Grade Level:** Grade 5, National.

**Introduction:**

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

**Primary Purpose:**

This position is responsible for the daily expenditure, management and maintenance of the RSC Africa financial records in CWS Rwanda office, in accordance with the guidelines of DOS/PRM and RSC Africa policies and procedures. The position works closely with other Finance team, Administration Supervisor, Human Resource staff, General Services staff and other staff in the Administration and Program Departments.

**Key Relationships**

Internal to CWS

- Finance and Administration Manager
- Administration Supervisor
- Senior Finance Officer
- Logistics Officer
- Other team members in the Finance & Administration department.

External

- Vendors
- Customers
- Banks and any other areas in relation to his/her capabilities.

Working Environment

- Office and/work from home environment.
- Periodic travel to the field as may be required.

**Core Job Responsibilities:**

***Administration & Finance (40%)***

- Receives refunds of unused travel cash advances and any other cash and check refunds, issues receipts for any refund received and ensures regular and timely banking of all refunds received.
- Assists in budget preparation, budget monitoring and tracking of expenditures.
- Assist with cash and bank reconciliations, Reconcile general ledger accounts monthly.
- Reconciles and disburses monthly, quarterly and annual statutory deductions and returns, including pension, withholding tax, CBHI, RSSB, PAYE & maternity within the statutory period.
- Administers, disburses and replenishes the local currency and petty cash funds.
- Prepares staff Telephone Bills report and any other receivable and sends to payroll section on Monthly basis.
- Prepares and disburses accounts payable for approved purchases and contracts according to procedures and policies in place.



- Undertakes all duties as may be assigned by supervisor in order to improve on internal controls and financial operations for the overall achievement of RSC Africa's goals and objectives.

#### ***Record and Data Management (30%)***

- Prepare and process transactions including payment and general journals into Sylogist Dynamics 365 accounting system.
- Prepare and compile bank reconciliations on monthly basis. Ensure they are approved and filled.
- Prepare and report on aging analysis, monitor and make reconciliation of the aged accounts.
- Enters data into the accounts receivable and payable module and distributes quarterly debtors and creditor's statements to staff/Bill staff with any owed amounts.
- Files and retrieves financial documents, to include online filing and banking.
- Prepares monthly financial reports on an accrual basis using fund accounting principles.

#### ***Audit and Compliance (25%)***

- Follows sound accounting procedures and practices in conformity with GAAP, IAS and OMB circulars to ensure accuracy and transparency on the use of US Government's funds and donor reporting requirements.
- Assists and organizes relevant documents for the annual audit both internal and external.
- Support the internal and external audits and establish the implementation of action plans to address the internal and external audit recommendations.
- Ensure relevant reconciliations, accurate financial records and monthly close out processes as per the policies and procedures are complied with.
- Reviews purchase requests, travel requests and any other form of procurement, review coding on documents to ensure its accuracy as per the coded budget.
- Review and ensure that Trip Expense Reports are reviewed and duly signed by the relevant staff supervisors and filed appropriately.

#### ***Additional Responsibilities (5%)***

- Any other duties as assigned.

#### **Qualifications:**

##### Experience:

- 5 years of work experience with INGO, preferable US funded grants is required.
- 2 years directly related specialized experience performing the essential duties in finance is required.

##### Skills:

- Knowledge of Excel spreadsheets and Dynamics 365 or similar accounting software required.
- Knowledge of fund and accrual accounting principles is required.

##### Education & Certifications:

- Bachelor of Commerce, Accounting, Finance, or other Business Degree.
- CPA/ACCA/CIMA finalist with minimum 4 years of relevant experience is preferred.
- Advanced MS skills to include (advanced Excel) is required.

##### Abilities:

- Abilities should align within portions of the employee workforce – abilities for entry and line level should be the same, specialist, supervisory and management and up.

##### Important Requirements:

- Strong English communication skills, both written and oral.
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required.

Special Requirements:

- COVID Vaccination is required for all successful candidates.
- The candidate should be in good health, willing and able to travel extensively in often difficult conditions, and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for RSC Africa
- This position is based in (Kigali, Rwanda)
- This position requires use of laptops at all time, competence in Microsoft office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet demands of a dynamic operational program
- Background check which includes references, and an educational and criminal check is required before the start of employment for International applicants.
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- (Internationals - International applicants must be legally eligible to work and obtain a work permit in (Rwanda) OR A valid U.S. passport and the ability to maintain a valid U.S. passport throughout the entire appointment is required, which includes having enough passport pages for travel
- **Physical:** This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements and lifting/carrying heavy loads.
- **Environmental:** Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.
- Full time
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic

**Please Note – CWS recruitment is free of charge.**

**Church World Service (CWS) does not charge fees of any kind during the recruitment process (Submission of application, interviews, assessments, training, etc.). Any solicitation of funds should be reported to [Fraud@CWSAfrica.org](mailto:Fraud@CWSAfrica.org).**

HOW TO APPLY

Send your applications to: <https://local-careers-cwsglobal.icims.com/>

DEADLINE

**27 August 2024**