

Gardens for Health International

Employment Opportunity: Finance Officer

About Gardens for Health International:

Since 2009, Gardens for Health International (GHI) has implemented nutrition-sensitive agriculture programs to combat childhood malnutrition in Rwanda. We seek to fundamentally change the treatment of malnutrition by working with families to establish nutritious home gardens while equipping them with knowledge to support long-term health. GHI's core program works with government-run health centers. In addition, we collaborate with a variety of governmental and non-governmental partners to bring our expertise to new settings and populations, including schools and refugee camps. We are an impact-driven organization with a deep commitment to ensuring that every program we design responds to the unique needs of the communities we serve. Our team is flexible, innovative, and passionate about sparking lasting change. GHI is proudly locally led, with a dedicated staff of over sixty Rwandan nationals. Our headquarters are located just outside of Kigali where we operate a five-acre demonstration and production farm.

About the Role:

The Finance Officer supports the finance department by ensuring the accurate maintenance of financial records, efficient transaction processing, and compliance with company policies and relevant regulations. This role involves assisting in bookkeeping, preparing financial reports, reconciling accounts, and aiding in audits. The Finance Officer collaborates closely with the finance team and other departments to ensure the timely and accurate processing of payments, invoices, and payroll. Additionally, the role contributes to budgeting and forecasting processes, helping to provide insight into the organization's financial health.

GHI seeks to hire qualified, committed and experienced **National** to fill the following position:

Position: **Finance Officer**

Place of Work: **Gasabo**

Reports to: **Senior Finance Manager**

Time frame: **Fixed Term Contract**

Tentative start date: **ASAP**

KEY AREAS OF ACCOUNTABILITY:

- Review project budgets, staffing and work plans to guarantee appropriate fees.
- Maintain and manage project expenditure.
- Updating financial statements
- Perform month-end account closing activities and reconciliations.

- Maintain general ledger accounts and prepare journal entries for accruals and variances.
- Guarantee timely reporting, budgeting, financial management and project forecasting to the organization
- Perform accounting analysis for cash accruals, account payables, reconciliations and foreign exchange.
- Work with Project Managers in accounting issues and linking the activities with their expenditures.
- Support Auditor in conducting external audits.
- Assist in tax preparation and filing activities if requested.
- Reconcile general ledger accounts, revenue accounts and expenditures.
- Prepare financial reports to identify and explain variances.
- Follow documentation to maintain accounting files.
- Adhere to standard accounting principles and company procedures.
- Reconcile bank records with bank statements.
- Provide accounting and administrative support to external audit teams.
- Check and verify vendor bills before making payment advice.
- Updating financial records via accounting software
- Preparing quarterly budget under the review of senior management

Qualifications:

- Having a Bachelor's degree in Accounting or Finance and any other related field
- Pursuing any of the Accounting Professional courses (CPA, ACCA) will be an added advantage.
- At least 3 years of experience in accounting preferably in NGOs or related consultant firms.
- Strong knowledge of Ms Office especially Excel and Word.
- Strong knowledge of accounting principles, especially those regulating grants and contracts.
- Strong knowledge of QuickBooks.
- Communication skills.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with GHI Equal Opportunities and Diversity policies and procedures.

Prevention of Sexual Exploitation and Abuse (Psea)

Gardens for Health International has zero – tolerance policy for exploitative and abusive relationships. Gardens for Health International will ensure the fulfilment of our moral obligation to protect minor children and other vulnerable members of society from abuse, exploitation, neglect, and other forms of violence.

Child Safeguarding: Level 3

Gardens for Health International is committed to ensuring a safe working environment for all those who work for us and for all those who come into contact with our staff and representatives, including children and members of the communities with whom we work.

Gardens for Health International takes a zero-tolerance approach to sexual harassment and any other

conduct that is discriminatory or disrespectful to others.

The post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

Health and Safety:

The role holder is required to carry out the duties in accordance with GHI Health and Safety policies and procedures.

Interested candidates should send an application letter plus updated Curriculum Vitae in English, including 3 names of professional referees to careers@gardensforhealth.org. The deadline for receiving applications is **24th August 2025 at 5:00pm**. Please mention **Finance Officer** as subject of your mail.

**Note that only shortlisted candidates will be contacted.*