

Job Description Cordaid

***Job Title*** Project Finance Officer

***Organizational Unit*** Rwanda Country Office

***Job's aim*** Responsible for the budgeting and financial control of projects and for the compliance with contractual (donor) agreements

***Aim of the Organizational Unit*** Is responsible for realization of Country Office targets and compliance

with contractual (donor) agreements, will have close interaction with Programme managers to discuss financial progress of the project.

Job category/Grade Rwanda salary scale, Grade 8.

***Supervisor*** Finance and Administration Manager

***Supervises*** none

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| ***Results Areas*** | ***Description*** |
| **Project budgets** | Develops project budgets in coordination with program and project managers for presentation to donors. Makes sure that cost recovery is guaranteed and the correct Cordaid tools, data and forms are being used. Supports the cash planning process with the Finance and Administration Manager. |
| **Financial project data and reporting** | Keeps the implementation of projects in focus and assesses the financial management reports and results. Shares this information with Program and Project Managers and Finance Manager in time and appropriately when financial management does not go according to the plans. Provides timely updates to management to allow for proper communication with donors. |
| **Financial quality of partners’ reports** | Guides and advises partners in such a way that they effectively and efficiently run the project and meet the reporting requirements. Prepare VAT refund claim to RRA, Prepare monthly budget execution report |
| **Compliance knowledge** | Supports the Finance Manager to develop, maintain, and deliver training on compliance issues to realize sufficient compliance knowledge, has a positive attitude towards compliance and improved compliance behavior. |
| **Risk analysis**  **Information audits** | Assess the risks of contracts with donors and (consortium) partners. Clarifies the chance on running risks (for instance on ineligibility of costs) and defines potential impact and control measures in discussions with management. Translates results into a risk analysis report. Reports on the progress of corresponding action and ensure compliance with the contractual agreements.  Supports the organization in collecting all necessary information for audits in time. Prepares and coordinates the project audits and ensures a high quality for accountability material. |
| **Audit related improvements** | Ensures that recommendations from internal and external audits are implemented and disseminated throughout the organization. |

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| **Cost Recovery** | Ensures that organizational support costs are being recovered, either in the by the Business used man-hour tariffs or by charging the activities to donor contracts directly. |
| **Integrity** | Adheres to the Code of Conduct and integrity policies, reports concern and follows regular integrity training, this is a medium risk position. |
| **Other** | Any other duties assigned by the manager |

***Knowledge, Skills, and Experiences***

* Knowledge of Accounting, Bachelor Level or Equivalent. Professional Accounting Qualification (e.g., CPA, ACCA, CIMA) are added value.
* Minimum of 5 years’ Experience in accounting in International non-government organizations
* Knowledge of project management, planning & control, administrative processes, donor requirements and relevant languages.
* Behavioral values and skills: trust, accountability, problem solving, cooperation, flexibility, creativity, innovative, diplomatic, results-oriented, collaboration
* Social skills to realize a positive attitude towards compliance and improvements in compliant behavior, and to accompany and direct partners with financial management of the organization and projects.
* Writing skills to develop training material and to define unambiguous internal agreements, and to formulate opinions on the preparation of project budgets and financial reports.

# Competencies

* + Self-motivated, proactive and result driven
  + Being a person with high integrity
  + Ability to work independently but at the same time being a team player
  + Ability to connect with people of diverse backgrounds
  + Ability to learn quickly.

# KRAs

* Meeting periodic reporting to donors and respecting deadlines.
* Monitor the invoices submitted to donors both locally and internationally
* Provide guidance to project and Program managers and to the partners.
* Compliance issues identified and responded to appropriately
* Collect and share lessons learnt to colleagues and partners
* Excellent audit reports, showing any actions/improvements have been implemented
* Assess the risks of donors and partners’ contracts and develop mitigation measures.

**Further Information and how to apply**

Cordaid is fully committed to provide a safe and welcoming workplace to its employees, and to maintain respect and dignity of everyone that comes into contact with Cordaid. Therefore, Cordaid participates in the Inter-Agency Misconduct Disclosure Scheme. For more information about Cordaid’s work on integrity **<https://www.cordaid.org/en/who-we-are/integrity-and-code-of-conduct/>.**

Applications including motivation letter and extensive CV in english should be submitted online using the link bellow: [**https://cordaid.hrmagic.co/careers/job?id=OTg0**](https://cordaid.hrmagic.co/careers/job?id=OTg0) by **Friday 13 December 2024**