

Job Advertisement

For the new project “Social Dialogue 4 Sustainable Development (SD4SD) Promoting effective social dialogue, strengthening social protection and enforcing the national and international labour standards in Rwanda” (36 months) in partnership with COTRAF and financed by the European Union the Friedrich-Ebert-Stiftung (FES) Rwanda is looking for a **‘Financial Manager’**

Application form: <https://forms.gle/fXdoMWKxzVfVHEm88>

Female candidates are strongly encouraged to apply

The Friedrich-Ebert-Stiftung, a German Foundation working with partners to promote social justice, is looking for a candidate to fill in the position of **“Financial Manager”** for the “SD4SD” EU-Project from May 2022 (or earlier) in our Kigali office.

Duties and responsibilities:

Under the overall supervision of the Country Director and the FES Manager for Finance and Administration, the duties and responsibilities of the incumbent are as follows:

- All financial administration related to the “SD4SD” EU-Project, including checking bills and invoices, monthly accounting and book-keeping with the FIBU accounting program, controlling the overall budget according to the FES and EU financial guidelines and conditions, briefing national project staff regularly on financial guidelines;
- Continuous contact with the partner COTRAF;
- Monthly preparation and support by closing of accounts and transfer of monthly accounts to the Head Office in Germany, overseeing that all expenses of the “SD4SD” EU-Project incurred are documented;
- Monthly bank reconciliation and liaison of the “SD4SD” EU-Project with the bank and partner COTRAF;
- Budget projections related to the “SD4SD” EU-Project and monitoring; liquidity management, financial reporting to the FES Manager for Finance and Administration;
- Supporting the communication with the respective finance desk officers in FES Germany well as with local and international partners on financial issues of the accounting program;
- Assisting the director and the partner COTRAF in recruitment of staff members and administrative human-resource activities related to the “SD4SD” EU-Project;
- Monthly payroll preparation and monthly mandatory remittances related to the “SD4SD” EU-Project as required by law (RRA and RSSB);
- Support of track-keeping of annual leave records for employees related to the “SD4SD” EU-Project;
- Vetting of supplier contracts related to the “SD4SD” EU-Project;
- Assisting in procurement processes following the procurement guidelines and standards related to the “SD4SD” EU-Project.

Qualifications and Experience:

- University Degree in Finance, Business & Economics;
 - Minimum of 3 years working experience in the field of accounting, finance administration and knowledge in human resource management, or equivalent working experience;
 - Experience in EU project administration;
 - Excellent written and verbal English and Kinyarwanda language skills, German and / or French language skills are an advantage;
 - Strong interpersonal communication skills and understanding of confidentiality in financial as well as human-resources aspects;
 - Highly organized and focused on details and accuracy;
 - Team player;
 - Good Microsoft Office 365 skills;
 - Applicant must have Rwandan Nationality or be allowed to work in Rwanda;
 - Equivalent or similar work experiences are accepted
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- Remuneration will be commensurate with experience.

The job will be initially limited to one year and may be extended for the duration of the project (36 month).

If you are interested, please visit

<http://jobs.fes-rwanda.org/> or www.fes-rwanda.org/about-us/job-offers/

and fill in the online application form completely.

It can be found here: <https://forms.gle/fXdoMWKxzVfVHEm88>

The deadline for applications is **Friday, 18 February 2022 at 1.00 pm.**

Only complete applications will be accepted, and only shortlisted candidates will be invited for an interview and/or written test.