

TERMS OF REFERENCE

ACCOUNTING SUPPORT CONSULTANT

Background:

Access to Finance Rwanda (AFR) is a Rwandan Not for Profit Organization, established in March 2010 by the Governments of Rwanda and the United Kingdom (UK) and is currently funded by the UK Department for International Development (DFID), The MasterCard Foundation, USAID and Sweden. Guided by the Making Markets Work for the Poor (M4P) approach, AFR's strategic focus is to stimulate financial sector development and address constraints that prevent the financial market from reaching Rwanda's low-income population. For more details visit our website: www.afr.rw

AFR is seeking the services of an experienced and motivated Accounting Consultant to support the AFR Finance team in its accounting responsibilities.

Scope of work:

Reporting to the Head of Finance and Administration, he/she will be responsible for the following key tasks and responsibilities:

Major Responsibilities:

- Prepare Payments appropriately and in accordance with existing policies, procedures' manuals and financial guidelines
- Verify supporting documents for all payments requests and ensure they are in line with the AFR policies, procedures' manuals and other internal regulations
- Verify payment requests against existing budget lines for program activities
- Monitor money spent against budget lines on a monthly basis and report to the Head of Finance and Administration and the respective budget owners
- Ensure budget lines are utilised as planned
- Record all daily financial transactions into the AFR's accounting software
- Supervise petty cash management (support supervision on best management practices as per the policy, spot checks e.t.c)
- Collect and file all financial justification documents
- Ensures the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports.
- Ensure that Cheque books are secure at all times and in a safe
- Arrange all documents relating to all financial transactions of projects properly with respect to the set requirements

- Prepare monthly staff payroll and make a follow up for timely payment
- Ensure AFR Fixed asset register is up to date and accurate
- Prepare mission allowances and travel clearances to AFR Staff travelling upcountry or abroad
- Assist in the preparation and follow up of Program budget
- Participate in the preparation of financial reports and submit to Head of Finance and Administration for review, respecting deadlines agreed upon internally and as per contractual obligations with the AFR Funders
- Prepare well in advance for and participate in financial audit exercises (internal and external) of the organization
- Notify AFR Service Providers when their payments are effected and support them on tax justification
- Any other duties as requested by the Head of Finance and Administration and AFR Management

Expected deliverables

- Weekly Payment report
- Monthly payroll development not later than 22nd of each month
- Monthly financial report
- Fixed asset register and inventory done quarterly and updated in case of disposal or acquisition.

Required qualifications, competences and skills

- Have at least bachelor's degree in Accounting or higher from a recognised University with at least five (5) years of proven professional experience in accounting from Non-Governmental Organization
- Having full membership of either ACCA or CPA would be an added advantage
- Have at least 5 years of experience in use of Accounting Systems like ERP NAV, Sage, Quick Books, etc.
- Be familiar with internal control systems
- Demonstrated technical accounting knowledge and understanding of financial reporting and the Company's business processes.
- Demonstrated project management, prioritization and multi-tasking skills.
- Demonstrated analytical, written and oral communication, organizational, problem-solving and decision-making skills.
- Demonstrated skills in interpreting accounting, financial and economic information.
- Excellent interpersonal skills.
- Logical and efficient, with keen attention to details.

- Highly self-motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Experience working in a team-oriented, collaborative environment.

Duration of assignment:

The Consultant will be hired for an initial period of eight (8) months renewable based on performance and funding.

Reporting and Feedback:

The Consultant will report directly to Head of Finance and Administration. All reports/documents should be produced in English.

How to apply:

- All qualified applicants should submit their applications through Jobs in Rwanda using the following link: https://www.jobinrwanda.com/job/accounting_support_consultant by the **17th April 2020**.
- The application should contain a **CV with an e-mail address, daytime telephone contact, qualifications, achievements, experience, present position and names & addresses of three referees** together with a cover letter (maximum 1 page) summarizing why you consider yourself particularly well suited for the position. Do not attach any other documents at this point.
- All applications will be selected on merit and only shortlisted candidates will be invited for interviews. For any questions regarding the application process please contact Job in Rwanda.
- **Be a Rwandan Citizen**