



## **VACANCY – ADMINISTRATION & FINANCE ASSISTANT**

ARC works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ARC presently works in and with partners in seventeen countries globally. ARC has consistently operated in Rwanda since 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff and incentive workers, and hundreds of community volunteers – implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence / Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to deepen our work and, jointly with our partners, offer lasting impact with and for the communities we serve! **ARC is looking for qualified, self-driven and committed individual to join our team in the stated position – based at and to serve full time in the new Gashora Emergency Transit Centre, Bugesera District – Rwanda.**

### **PRIMARY PURPOSE OF THE POSITION:**

The Administration and Finance Assistant (AFA) serves as the focal point for finance, administrative and human resource support and services and the program site. S/he ensures ARC rules and procedures, financial controls and accountability mechanisms are effected, implemented and followed, supporting programs and logistics through maintaining records, managing official documents, providing monthly financial reporting, facilitating casual labor payments and reviewing procurements against spending plans.

### **KEY RESPONSIBILITIES:**

- Oversee the day-to-day monitoring and input of field financial and monetary transactions.
- Maintain and manage program petty cash disbursements
- Submit monthly closing of financial reports to ARC Kigali finance on a timely basis.
- Prepare timely budgets, cash requests and accounting reports.
- Monitor grant spending and projections, as informed by program leads
- Maintain all financial files, and grant expense management
- Certify casual laborers attendance sheets and prepare casual laborers payroll, including payment sheets
- Track and maintain payment of all-necessary taxes, utilities, and leases
- Review/certify procurement requisitions against program budgets and knowledge of current market data
- Prepare all required financial and administrative, and human resources reports as scheduled – including time sheets, staff leave and absence management
- Maintain a good filing system for all program and project related documents, including official letters, personnel files and other official documents

## **REQUIRED SKILLS, BEHAVIORS & EXPERIENCE:**

- Minimum of A0 Bachelor's degree in Finance, Accounting, Economics, or any other related field from a recognized university required
- Minimum three years of experience in administration and accounting field; experience in HR an added advantage
- Ability to perform accounting and budgeting functions, using spreadsheets
- Demonstrated strong analytical skills and report writing skills
- Experience creating monthly financial reports and spending projections
- Good computer skills and familiarity with Microsoft Office system
- Capable communicator in English; including written
- Conversance with French, Tigrinya and/or Arabic an added advantage
- Self-motivated and client-orientated with a strong sense of personal ethic, integrity and quality
- Strong interpersonal and intercultural skills
- High level of flexibility and tolerance to ambiguity

**Interested and qualifying candidates should submit applications** – to include 1 page Cover Letter, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees - **to the following email address only – with the position applied for CLEARLY indicated:** [RWJobs@arcrelief.org](mailto:RWJobs@arcrelief.org)

Only applications received through the above indicated dedicated email address will be considered. The deadline for submission of applications is **October 6<sup>th</sup>, 2019** at 12:00hrs. **However due to urgency to fill this position, applications will be reviewed on a rolling basis, and a decision will be taken before the indicated deadline once suitable candidates are available.** Only short-listed candidates will be contacted.

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