

DIRECTOR OF FINANCE & OPERATIONS



JOB OVERVIEW

The Finance & Operations Director provides strategic and operational leadership over finance, procurement, logistics, HR, and administration to ensure Isôoko runs efficiently, sustainably, and in compliance with all requirements. The role ensures that financial resources are tracked and strategically managed as a portfolio, supporting long-term sustainability, program impact, and growth.



KEY RESPONSIBILITIES

FINANCIAL STRATEGY & SUSTAINABILITY

- Lead the development of long-term financial sustainability strategies aligned with Isôoko's mission.
- Develop multi-year financial forecasts and scenario planning (funding gaps, donor risks, growth options).
- Manage revenue streams as a strategic portfolio, tracking performance, risks, and diversification opportunities.
- Develop and guide implementation of a revenue diversification roadmap.
- Identify cost-saving opportunities and guide cost structure optimization
- Lead budgeting processes, including annual budgets and revisions.
- Lead financial risk management, including identification, mitigation, and monitoring of risks.
- Advise the Executive Director and Board on financial trends, risks, and strategic decisions.

PROCUREMENT, LOGISTICS & ASSET MANAGEMENT

- Lead procurement processes to ensure timely, cost-effective, and compliant acquisition of goods and services.
- Select and manage suppliers, including framework suppliers for the year.
- Ensure maintenance of facilities, including repairs, cleaning, water, electricity, and meeting readiness.
- Oversee inventory and asset management systems to ensure accountability and efficiency.
- Support the coordination of program logistics, ensuring resources are available for smooth program delivery.
- Ensure that all inventory items are properly recorded in an inventory register indicating quantity, location, condition, and responsible user.
- Monitor operational risks and ensure health, safety, and security standards are upheld.
- Ensure operational compliance with donor agreements, government regulations, and internal policies.
- Ensure availability of resources for program delivery without delays or waste.



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STAFF DEVELOPMENT & PERFORMANCE MANAGEMENT

- Lead regular check-ins, performance reviews, and capacity-building
- Promote a supportive, inclusive, and high-performance team culture.
- Coordinate professional development opportunities for staff
- Measure and actively monitor staff satisfaction and team morale

GOVERNANCE & RISK OVERSIGHT

- Draft and update internal policies (Finance, Procurement, HR, Operations).
- Ensure compliance with Rwandan laws, donor requirements, and internal policies.
- Oversee audits and ensure timely resolution of audit findings.
- Ensure accurate financial reporting, compliance with donor and statutory requirements.



REQUIREMENTS

EDUCATION & EXPERIENCE

- Bachelor's degree in Finance, Accounting, Business Administration or related field
- Professional certification (ACCA, CPA)
- At least 5 years of experience in finance and operations management
- Experience in NGOs or community-based organizations is an advantage
- Proven experience in budgeting, financial planning, and risk management
- Experience supervising multi-functional teams (finance, HR, operations)

SKILLS & COMPETENCIES

- Ability to plan beyond annual budgets and anticipate future scenarios.
- Ability to manage multiple funding streams strategically.
- Ability to identify and mitigate financial and operational risks.
- Budgeting & Cost Control - Ability to manage resources efficiently.
- Procurement Oversight - Ability to ensure transparent and cost-effective purchasing.
- Leadership & Coaching - Ability to develop and guide teams.
- Proficiency in English and Kinyarwanda (French is an added advantage)



APPLICATION

Application link &
QR Code

[Click here](#)

Submission date

21st April 2026



Sector NGO



Location

Kigali & Masoro (Northern province) - Rwanda



PWD highly encouraged to apply

