



## **Job Description**

Position: Finance Assistant  
Functional Job Title: Finance Assistant 3  
Birches level: E  
Location: Kigali

### **Project Description:**

The U.S. President's Malaria Initiative (PMI) Evolve Project was awarded to Abt Global on December 19, 2022. The purpose of this contract is to support PMI with the planning, implementing, and monitoring of life-saving malaria vector control programs, including insecticide-treated net (ITN) distribution, indoor residual spraying (IRS), and essential entomological monitoring required to make vector control decisions and monitor threats.

### **The Opportunity**

Under direction of the Finance and Administration Manager, the Finance Assistant shall assist the finance team to ensure the transactions and financial records of the accounts are up to date following all relevant USG and Abt Associates policies and procedures.

### **Core Responsibilities**

- Assist the Accountant with the timely submission of the ROV in accordance with Abt Associates procedures and policies.
- Scan and upload all financial documents into Abt's webbased accounting software, Quickbooks
- Assists the Accountant with preparation of payment vouchers and corresponding checks.
- Assists the Accountant with the review of invoices and expense reports before payment and following up with vendors and staff to gather back up documentation.
- Perform general clerical duties, to include but not be limited to photocopying, scanning, faxing, filing, and mailing.
- Provide office administrative support including organization and facilitation for internal meetings, drafting agendas, and taking minutes;
- Maintain hard copy and electronic versions of a project archive, including contract and subcontract documents, client approvals, consultant documents, travel files, procurement files, project deliverables, project reports, and minutes of meetings.
- Manage and document correspondences between project offices, the home office, the client, other partners, and stakeholders.
- Assist staff with completing advance and travel expense reports.

- Make logistical arrangements for project staff traveling outside their region or for international visitors as needed.
- Other duties as assigned by the supervisor.

#### Minimum Qualifications

- High School + 4 years

#### Preferred Qualifications:

- Bachelors Degree in Accounting, Finance, Management, Business, or other relevant field
- At least 2 years experience
- Experience in book keeping and preparing vouchers
- Prior experience in office administration.
- Knowledge and experience with Windows, Word, Excel, PowerPoint, and other data processing and graphical presentation software.
- Ability to assess problems and develop solutions.
- Excellent inter-personal communication skills and excellent organization skills.
- Preference for candidates who have experience that relates to USG-funded projects or other international development experience.
- Fluency in English.

#### **What We Offer**

We foster an environment where you can Thrive Your Way. Our innovative total rewards programs are designed to help balance your work and personal life. The approach toward your wellbeing centers around comprehensive benefits and professional development.

Abt Associates is an Affirmative Action/Equal Opportunity employer committed to fostering a diverse workforce. Abt Associates provides market-competitive salaries and comprehensive employee benefits. Local candidates strongly encouraged to apply.

*Disclaimer: Abt Associates will never ask candidates for money in exchange for an offer of employment.*