Project Financial Controller

Job Category: Grade 8 (Cordaid Rwanda Job Scale)
Duty Station: Kigali Head Office
Employment Type: Contractual
Deadline: 19th November 2026
Supervisor: (Country) Finance and Administration Manager
Supervises: Noone
Number of Positions: 1

Cordaid is an international humanitarian and development organisation that operates in the world's most fragile and conflict-affected regions. In these places, millions of people strive for what everyone deserves: safety, peace, healthcare when needed, a livelihood, and food for tomorrow. Their quest is universal: to live in dignity. We drive lasting change by strengthening essential basic services and systems, with a focus on healthcare, agri-food, and justice & peace. Where disaster strikes, we join our partners in humanitarian action.

Our approach is demand-driven, supporting local communities, civil society organisations, and the local private sector to take the lead in shaping their own future. Rooted in the Netherlands and backed by 250,000 private donors, Cordaid is globally connected through numerous thematic and faith-based networks, among others Caritas Internationalis, CIDSE, and the ACT Alliance.

About the Position

Cordaid is seeking a dedicated Project Financial Controller to support the effective implementation and coordination of project activities through sound financial management, budget monitoring, financial reporting, administrative efficiency, and compliance with donor and organisational requirements.

The incumbent is expected to dedicate approximately 90% of their time to project financial management and administration and 10% to acquisition and business development support in collaboration with the national team.

Results Areas	*Description*

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Project budgets	Develops project budgets in coordination with program and project managers for presentation to donors. Makes sure that cost recovery is guaranteed, and the correct Cordaid tools, data, and forms are being used. Supports the cash planning process with the Finance and Administration Manager.
Financial project data and reporting	Keeps the implementation of projects in focus and assesses the financial management reports and results. Shares this information with Program and Project Managers and Finance Manager in time and appropriately when financial management does not go according to the plans. Provides timely updates to management to allow for proper communication with donors.
Financial quality of partners' reports	Guides and advises partners in such a way that they effectively and efficiently run the project and meet the reporting requirements. Prepare VAT refund claim to RRA, Prepare monthly budget execution report
Compliance knowledge	Supports the Finance Manager to develop, maintain, and deliver training on compliance issues to realize sufficient compliance knowledge, has a positive attitude towards compliance and improved compliance behavior.
Risk analysis	Assess the risks of contracts with donors and (consortium) partners. Clarifies the chance on running risks (for instance on ineligibility of costs) and defines potential impact and control measures in discussions with management. Translates results into a risk analysis report. Reports on the progress of corresponding action and ensure compliance with the contractual agreements.
Information audits	Supports the organization in collecting all necessary information for audits in time. Prepares and coordinates the project audits and ensures a high quality for accountability material.
Audit related improvements	Ensures that recommendations from internal and external audits are implemented and disseminated throughout the organization.

Cost Recovery	Ensures that organizational support costs are being recovered, either in the by the Business used man-hour tariffs or by charging the activities to donor contracts directly.
Integrity	Adheres to the Code of Conduct and integrity policies, reports concern and follows regular integrity training, this is a medium risk position.
Other	Any other duties assigned by the manager

Knowledge, Skills, and Experiences

- Knowledge of Accounting, Bachelor Level or Equivalent. Professional Accounting Qualification (e.g., CPA, ACCA, CIMA) are added value.
- Minimum of 8 years' Experience in accounting in International non-government organizations or 5 years in project control
- Knowledge of project management, planning & control, administrative processes, donor requirements and relevant languages.
- Behavioral values and skills: trust, accountability, problem solving, cooperation, flexibility, creativity, innovative, diplomatic, results-oriented, collaboration
- Social skills to realize a positive attitude towards compliance and improvements in compliant behavior, and to accompany and direct partners with financial management of the organization and projects.
- Writing skills to develop training material and to define unambiguous internal agreements, and to formulate opinions on the preparation of project budgets and financial reports.

Competencies

- Self-motivated, proactive and result driven
- Being a person with high integrity
- Ability to work independently but at the same time being a team player
- Ability to connect with people of diverse backgrounds
- Ability to learn quickly.

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- Meeting periodic reporting to donors and respecting deadlines.
- Monitor the invoices submitted to donors both locally and internationally
- Provide guidance to project and Program managers and to the partners.
- Compliance issues identified and responded to appropriately
- Collect and share lessons learnt to colleagues and partners
- Excellent audit reports, showing any actions/improvements have been implemented
- Assess the risks of donors and partners' contracts and develop mitigation measures.

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Done on 16th November 2026

Patrick Birasa

Country Manager
Cordaid Rwanda

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