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| **TITLE:**  Finance Officer |
| **TEAM/PROGRAMME: Rwanda Country Office** | **LOCATION: Kigali , Rwanda** |
| **GRADE**: **4**  | **CONTRACT LENGTH: National** |
| **CHILD SAFEGUARDING:**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Kumwe Hub (<https://www.kumwehub.com/>) is an Africa-focused innovative finance and social investment entity within Save the Children. We support the growth, success, and sustainability of local businesses who are having a positive impact on children. We back these businesses through an array of technical support, investments, and services. These include providing **space** for start-ups to pilot new approaches within Save the Children’s existing programmes, providing **advice** to businesses on their operations and impact, and providing **capital** through grants, loans and investments. Kumwe Hub is a relatively new team within Save the Chidlren and we are looking for a candidate who can work pro-actively to ensure an entire new department is achieves financial management excellence. Furthermore, Kumwe Hub’s innovative nature means that we need a role holder who can think creatively and pro-atively about challenges that may occur when implementing innovative approaches (Kumwe Hub) within exisiting systems (Save the Children). We need a candidate who can demonstrate lateral thinking, but had a healthy respect for exisiting processes. As Kumwe Hub’s Finance Officer you will be responsible for providing financial management support to Kumwe Hub on all it’s programming and investments. This position is responsible for the day to day financial planning and reporting. This includes maintaining the strongest financial controls, budget preparation and monitoring, expense reclassifications and financial reporting as well as other financial related activities. any space capacity being used to support similar functions more broadly for the Save the Children country office.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Kumwe Hub Director with a dotted line reporting to the Head of Finance.**Staff reporting to this post:** None |
| **KEY AREAS OF ACCOUNTABILITY:****Kumwe Hub support:*** Prepares Kumwe hub awards budgets, phase and upload them in our finance tracking system ‘Agresso’.
* Prepares Kumwe Hub monthly financial reports, Budget Vs Actuals (BVAs) and other required reports
* Regularly analyses Kumwe Hub awards expenses and reclassifies wrong entries to align the expenses to budget lines
* Reviews Kumwe Hub contracts that are related to loans, purchases and other services and advise Kumwe Hub team accordingly.
* Reviews Kumwe Hub payment documents to check if properly documented and advise accordingly
* Have weekly Humwe Hub meetings to provide clarifications on expenses and the Director and the wider team on spending per each award.
* Make a follow up for Kumwe Hub staff time sheets and make sure that they are completed according to budget line percentages.
* Provide other financial support that is required by Kumwe Hub on a day to day basis.

**Country office support:*** Prepare time sheet coding allocations for support staff and circulate them by 20th of every month.
* Work with budget holders to phase out awards and upload the same in agresso
* Create DEAs for all approved awards and share the same to finance and budget holders
* Run BVAs for all awards and send them to finance staff and budget holders on 15th every month
* Analyze BVAs reports and reclassify wrong entries on monthly basis
* Do asset physical inventoy with logistics and reconcile TIM with agresso on quarterly basis
* Support financial planning and reporting coordinator in budgeting, budget revision and reporting of awards during busy seasons
* Act for financial reporting and coordinator while on leave.

Any other duties as may be assigned by the supervisor. |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Undergraduate degree in Accounting/finance or equivalent. Professional Accounting qualification a must
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| **EXPERIENCE AND SKILLS****Essential:*** At least 3 years’ experience working in accounting (not-for-profit accounting preferred)
* Computer fluency; highly competent using Microsoft Excel and other MS applications.
* Familiarity with computerised accounting systems
* Ability to gather facts and data, scrutinise with ease, determine a logical solution and resolve issues with minimal supervision.
* Proven ability to handle challenging workload.
* The highest level of integrity and commitment to prevent corruption.
* Strong interpersonal skills and ability to interact with all departments in the Regional.
* Willingness to undertake occasional travel to the Country Offices for training, support and
* Experience working with colleagues based in complex country contexts would be an asset.
* Local or international accounting qualification (completed or part-completed) desired.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Tumwine Venant**  | **Date: 07.03.2023** |
| **JD agreed by: James Raynor** | **Date: 13/03/2023** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |