



Huye District

Ngoma Sector

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JOB TITLE: FINANCE ASSISTANT (1)

ORGANIZATION BACKGROUND

The Biodiversity Conservation Organization (BIOCOOR) is a legally registered Non Government Organization in Rwanda with the Legal Personality N° 777/RGB/NGO/LP/11/2021. BIOCOOR has been created mainly by young people dedicated to act and to advocate for biodiversity conservation, ecotourism promotion, community health, environmental management, and climate change mitigation and adaptation. The BIOCOOR headquarters are in Nyamagabe and Huye districts of the Southern Province of Rwanda. The organization geographical focus is five districts near the Nyungwe National Park plus Huye, Nyanza, and Gisagara districts. It integrates conservation projects and sustainable economic development for the communities surrounding Nyungwe National Park. Local farmers near the Nyungwe National Park live in poverty due to the acidic soil, which results in a low crop yield. Poor farming conditions have led to illegal activities, such as poaching and deforestation, as a means to survive. These activities damage the environment, so BIOCOOR is trying to preserve the forest, while simultaneously influencing the economic development of the people living near the NNP. The Organization is working toward integrating biodiversity conservation, farming, nutrition, environmental management, community health, and ecotourism, to positively affect the local economy. These practices help save the forest, too, because the resources are unharmed, and the park helps attract tourists, which creates revenue for the local communities. BIOCOOR has launched projects to promote youth entrepreneurship, safe water and sanitation practices, agro ecological practices, the removal of invasive plants that damage the forest, as well as soil improvement and composting. BIOCOOR also includes Information Communication Technology training to teach the local youth on how to use technology to communicate effectively. BIOCOOR got the funding from Irish Aid in the climate protection programme and we are looking for the staff that will contribute to the successful implementation of our projects

FINANCE ASSISTANT JOB RESPONSIBILITIES:

- Assist the accountant in providing financial information to management by researching and analyzing accounting data; preparing reports.
- Assist the accountant in Preparing asset, liability, and capital account entries by compiling and analyzing account information.
- Assist the accountant in Documenting financial transactions by entering account information.
- Assist the accountant in Recommending financial actions by analyzing accounting options.
- Work on the accounting activities for Irish Aid funding
- Assist the accountant in Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Assist the accountant to maintain accounting controls by preparing and recommending policies and procedures.
- Assist the accountant in the Reconciling of financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Manage the BIOCOR Office

SKILLS REQUIRED FOR THIS POSITION

- Accounting Skills
- Reporting Skills
- Attention to Detail
- Deadline-Oriented
- Reporting Research Results
- Confidentiality

- Time Management
- Computer skills
- Skills on Accounting software
- Data Entry Management
- General Mathematic Skills

EDUCATION, EXPERIENCE, AND LICENSING REQUIREMENTS:

- Minimum Bachelor's degree in accounting, finance, economics, or other related fields
- At least 3 Years of experience in accounting, finance, or management with proven track record
- Experience with financial reporting requirements
- Familiar with using SAGE software
- Experience in working with multiple legal entities under different legal umbrellas
- Experience in tax declaration and tax payments
- Experience in auditing and vouchers review
- Experience in financial reporting
- Experience in working with local communities and civil society organizations
- Experience in financial data analysis
- Experience in environmental economics and environmental management related projects
- Experience in climate protection projects

Desired date to start: 02/04/2023

How to apply: if you are interested, please send the application letter and CV to determinedyouthbiocoor@gmail.com and copy angeish07@gmail.com not later than 26/03/2023. Only shortlisted candidates will be contacted for the exam. BIOCOOR is an equal opportunity employer and transparency, coordination, competence, and communication are our values.



Done at Huye on 21/03/2023

Dr Ange IMANISHIMWE, PhD

Country Executive Director for BIOCOOR