

# Exciting career opportunity



## Finance and Administration Manager

**REPORTS TO:** Team leader and Program Manager

**JOB REF:** ASGF/002

**DEPARTMENT:** ASG Foundation

### Job / Role Purpose:

The Finance & Administration Manager has the prime responsibility for ensuring that the resources of ASG Foundation are managed in such a way as to effectively accomplish results at operational level. The role is responsible and accountable for the day-to-day financial management and reporting of ASG Foundation's financial performance, and for supporting effective administration at ASG Foundation. The job holder will work closely with the Team Leader and Program Manager to ensure that all financial management and administrative activities support ASG Foundation's overall strategic performance and achievement of its objectives.

### Key duties and responsibilities

- **Strategic Leadership and Stakeholder Management:** The job holder will be a member of the Management team and support the Foundation in shaping strategy and planning, implementation of ASG Foundation priorities, ensuring that the desired results are clear and that resourcing implications are fully considered. The job holder will support the Program manager and team leader with administrative responsibilities at ASG Foundation.
- **Financial planning, Budgeting and Budget control:** The job holder will provide leadership for financial management at the Foundation and ensure proper financial planning and budgeting for Foundation resources, as well as budget controls to ensure that resources of the Foundation are utilised effectively and efficiently to achieve the desired results with available resources.
- **Resource mobilisation and fundraising:** The job holder will provide technical support to the management team and Foundation Council in shaping the resource mobilisation strategy and support implementation of resource mobilisation plans to raise resources for the Foundation. In addition, the job holder will put in place a grants management system to guide management of any grant funding received by the Foundation and any other financial management systems to facilitate tracking and accountability for other sources of funds sourced by the Foundation.
- **Compliance and internal controls system:** The job holder will ensure that the Foundation implements a robust internal control system to safeguard the resources available to the Foundation, ensure full compliance with legal and regulatory requirements, as well funding requirements of the Foundation, and achieve value for money in utilisation of Foundation resources.
- **Accounting and Financial reporting:** The job holder will ensure that the Foundation has proper accounting processes, systems and books of account, and provide regular financial reports and financial statements as required in ASG Foundation Charter and requirements of ASG Foundation funding agreements.
- **Risk Management:** The job holder will ensure the Foundation has an appropriate risk management framework and ensure proper mitigations and monitoring of the identified risks to minimise their impact on the operations of the Foundation.
- **External audits:** The Job holder will provide leadership in coordinating and facilitating all external audits and will support the Team Leader & Program manager to ensure that audit recommendations are followed up and addressed timely.
- **Administration:** The Job holder will support the Program manager and team leader with administrative tasks at ASG Foundation, including overseeing procurement and human resource management at the Foundation.
- Perform other work-related ad hoc duties as may be requested by the supervisor from time to time.

### Expected Outputs/ Deliverables

- Technical advice to ASG Management team and Council
- Robust internal control system, procurement, HR and administrative guidelines and tools
- Proper accounting tools and financial reporting system
- Draft budgets for the Foundation
- Monthly Financial reports

- Contracts and agreements
- Negotiations with vendors
- ASG Foundation Payroll
- Monthly Tax returns and other compliance reports
- Efficient ASGF stakeholder engagement
- Regular Audits
- Proper record keeping (Accounts, HR, procurement, administration)
- Representation of the Foundation
- Risk management framework and tools

### Educational Requirements

- A Masters Degree in Accounting/ Finance or Master's degree in Business Administration, or a related field from a recognised institution.
- Bachelor's degree in Commerce, Accounting, Business Administration or a related field with honours from a recognised institution.
- Full professional accountancy qualification (for example CPAR, ACCA etc)

### Related Job Experience

- 7-10 years progressive experience in financial management in medium to large size donor funded organisations. At least 5 years' experience in a supervisory role.
- Proven expertise in developing and implementing financial controls and processes.
- Demonstrable experience in managing grants and knowledge of donor funding rules and regulations.
- Demonstrated ability to manage grant operations.
- Extensive knowledge of international financial reporting standards and other accounting best practice.
- Comprehensive knowledge and experience in budgeting and forecasting for business operations.
- Reasonable experience in financial management systems development donor reporting.
- Familiarity of usage of databases and Microsoft Office.
- Proven experience to manage and engage teams for delivery of results.

### Required Technical Knowledge/Skills

- Project management
- Proposal writing
- Planning and Budgeting
- Finance and accounting
- Report writing
- Grant management
- Results monitoring
- Knowledge of multiple donor funding requirements

### Required Behavioural Skills

- Analytical thinking and problem solving
- Excellent decision-making
- Assertiveness
- Entrepreneurial thinking
- Project management
- Transparency and accountability
- Integrity
- Teamwork
- Innovativeness
- Self-drive

### Terms of Employment and Remuneration

You will sign an employment contract with the ASG Foundation and be a member of leadership team of the ASG Foundation.

The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).

Competitive salary with comprehensive healthcare.

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for any of the roles, please complete and submit your application via the following link: [Application Form for ASGF Staff Recruitment](#). All applications must be submitted via the online application form at this link.

**\*Please note that only shortlisted candidates will be contacted.\***