

Global Alliance for Improved Nutrition

Job title:	Finance and Administration Officer
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Classification:	Grade 3	Direct reports:	0
Work location	Kigali, Rwanda	Travel required:	10-15%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>Underpinned by strong economic growth and high-level government commitment, the potential to accelerate improvements in nutritional outcomes in Rwanda is very high. The food systems pathway submitted by the Government of Rwanda at the 2021 UN Food Systems Summit provides a strong basis for realizing a range of food systems improvements that have the potential to improve the nutritional status, particularly of young children and women. The preparation of the next National Strategy for Transformation (NST-2) and the next Strategic Plan for Agriculture (PSTA-5) provide the opportunity to elevate nutrition outcomes as a priority and to advance these outcomes through the identification of a set of coherent and impactful policies, programmes, and actions.</p> <p>To achieve this goal, GAIN is seeking a Finance and Administration Officer for an anticipated 18-month project (subject to an extension of 5 years depending on funds availability) to support food systems policy work in Rwanda.</p> <p>The Finance and Administration Officer will be responsible for providing administrative, coordination and financial management support under the supervision of the Senior Policy Advisor. The position holder will ensure processing, recording of payment transactions and office management processes are done in timely and accurate manner. The position holder supports compliance, and the expectation is for strong collaboration with all office staff members. The position requires resolute fiduciary responsibility of all financial resources and high professional standards with a willingness and ability to enforce compliance with GAIN and donor policies and procedures. This role will be based in the new project office in Kigali and therefore the position holder will support the start-up phase. GAIN will only make offers once the funding is secured.</p>
<p>Tasks and responsibilities</p> <p>The postholder will support GAIN's office in Rwanda and carry out the following tasks:</p> <ol style="list-style-type: none"> 1. Financial management: <ul style="list-style-type: none"> ▪ Work with the Senior Policy Advisor to plan and implement financial and admin operations systems in accordance with GAIN policies and procedures while keeping within donor requirements. This includes systems for Cash Flow management, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance. ▪ Support the Senior Policy Advisor to improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting.

Global Alliance for Improved Nutrition

- Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donors grants and contracts requirements and promptly process payments.
- Preparing cash flow forecast and ensure adequate funds in the office at all times.
- Preparation of monthly reports, ensuring all transactions for the month are recorded accurately and deadlines set by the global finance team are met.
- Coordinating with local banks and ensuring a timely preparation of bank statements and bank reconciliation.
- Supporting the Senior Policy Advisor on preparation of programme budgets, analysis of grants and expenditure.
- Preparing country office budgets and finalizing them in collaboration with the global finance team
- Support in preparation and availability of statutory financial Statements, Annual Income Tax returns, PAYE returns, NSSF etc.
- Securing the proper filling and storage of all financial records.
- Fulfil all the external audits processes, providing timely documents and preparing schedules as may be required.
- Assist with follow up on subaward compliance issues, audits, and document resolutions.

2. Human resources and procurement:

- Support the Senior Policy Advisor in administering recruitment and procurement of goods and services in accordance with GAIN rules and procedures.
- Support the Senior Policy Advisor and staff in operational aspects of establishing a network of experts.
- Create, update, and maintain organized files and records related to such, ensuring confidentiality of records.

3. Office management

- Ordering stationery and IT equipment
- Dealing with correspondence, complaints, and queries
- Implementing and maintaining procedures/office administrative systems
- Ensuring that health and safety procedures are observed.

4. Travel and meeting-related administrative work:

- Assist in coordinating the travel (visa, booking transport and accommodation) of GAIN staff, consultants and senior partners which relates to the implementation of GAIN activities in Rwanda.
- Work with the project teams to ensure travel per diems and reimbursements are performed within GAIN policies and procedures and reconcile staff debtors accounts monthly.
- Assist in organizing and participate in work planning and progress reporting meetings.
- Assist in organizing stakeholders' meetings and other statutory meetings.

Perform other relevant operational, financial, and administrative duties as relate to the implementation.

Key organisational relationships

- Reports to the Senior Policy Advisor.
- Close collaboration with staff members in GAIN especially finance and HR teams.
- Liaises regularly with relevant International Finance Team in London and the Accounting Team in Geneva.
- Liaises with other partners or government as may be necessary

Global Alliance for Improved Nutrition

JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Familiarity with major international donor rules and non-profit accounting. • Familiarity with computerized, double-entry accounting software. • Accuracy in the processing of cash transactions, mathematical aptitude, and attention to detail. • Ability to work without close supervision. • Computer literacy with excellent MS word, MS Excel, Outlook, PowerPoint, and Tally skills. • Familiarity with QuickBooks, Navision or similar accounting software required. Familiarity with Salesforce is a plus. • Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities. • Problem solving, decision making and delegation skills. • Excellent oral and written communication skills (English) • High level integrity and sound judgment. • Ability to cooperate with others and work in a participatory manner to achieve established goals. • Proactive with a commitment to quality and accuracy with close attention to detail
<p>Experience and Education</p> <ul style="list-style-type: none"> • A degree in accounting or a relevant business field. • Relevant accounting qualification (CPA 3 or other, would-be a plus). • At least four years' experience in office administration, accounting, bookkeeping, or cashiering, including experience with double-entry accounting preferably in an international NGO.
<p>Other requirements</p> <ul style="list-style-type: none"> • Proactive and self-motivated individual capable of engaging persuasively with various stakeholders. • Excellent command of written and spoken English and Kinyarwanda required. • Willingness and ability to travel, within and outside of Rwanda. • Ability to work independently and meet deadlines. • Existing right to live and work in Rwanda. • Pragmatic, dynamic, and autonomous person.
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities