

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Finance and Administration Manager
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<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Kigali, Rwanda	<b>Travel required:</b>	10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, we aim to transform food systems so that they deliver healthier diets for all people, especially the most vulnerable.

Headquartered in Geneva, Switzerland, GAIN has offices in countries with high levels of malnutrition: Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. To support work in those countries, we have representative offices in the Netherlands, the United Kingdom, and the United States.

At GAIN, we believe that everyone in the world should have access to nutritious, safe, and affordable food. Today, one in three people - drawn from nearly every country on the planet - are unable to consume enough nutritious food. We work to develop and deliver solutions to this daily challenge.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Finance and Administration Manager is a key position in the Rwanda country office. They are expected to provide essential administrative, governance, financial, HR, IT and internal control services to the program operations whilst ensuring compliance with GAIN policies, systems and procedures. The Finance and Administration Manager is expected to be both responsive and proactive to operational requirements with an ability to plan the work of program support.</p> <p>They will ensure compliance with external requirements, such as local laws and regulations and donors, partner, service provider and vendor contractual obligations. The position holder will be responsible for safeguarding GAIN's interest in these transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises. They will provide support to the Country Director, staff and consultants in maintaining good relationships with external stakeholders.</p>
<p><b>Tasks and Responsibilities:</b></p> <p><b>Finance, Budget and Grants Management: 30%</b></p> <ul style="list-style-type: none"> <li>• Develop and ensure compliance with finance manuals and procedures, their understanding by employees, and stakeholders.</li> <li>• Lead the finance function and ensure financial transactions are recorded in line with GAIN norms and standards in a timely fashion.</li> <li>• Oversee monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by GAIN headquarters are met.</li> <li>• Ensure accurate and timely release of salary and other payments to staff.</li> <li>• Oversee the payroll changes implementation and maintain the consistency with HR records at headquarters.</li> </ul>

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- Support Country Director on preparation of program budgets, analysis of grants and expenditure and develop suitable MIS (Management Information System) in coordination with the Finance Officer.
- In collaboration with the global Finance team, prepare and finalize the country budgets.
- In collaboration with program teams, engage in timely preparation of budgets forecasting.
- Ensure preparation and availability of statutory financial records (e.g. relevant taxes and bank reconciliation) and compliances relating to foreign grants.
- Oversee the proper filing and storage of all financial records.
- Oversee the proper monitoring of GAIN's funds and assets which are transferred to EAs (Executive Agencies) for the implementation of GAIN programs.

### **Office administration, establishing systems and processes - 20%**

- Roll-out and ensure staff are aware of, understand and comply with GAIN's Administration policies and procedures, e.g. Procurement, Security, Travel and Expense reporting.
- Ensure absolute integrity and transparency in the procurement functions and ensure the best value for money is obtained and the requirements of GAIN are met in a cost effective and timely fashion. Ensure timely and accurate payments to vendors.
- Ensure proper security and safety of the staff members and premises and finalize security and insurance arrangements as per GAIN norms.
- Oversee the proper upkeep and maintenance of office premises and working facilities like telephone system, photocopying machines and furniture to provide the best possible physical and conducive environment for staff to discharge their duties.
- Ensure all service contracts are valid and maintained.
- Oversee timely verification of stocks and assets, inventories at the office and project sites as deemed fit.
- Oversee the vehicle administration activity to ensure proper upkeep of vehicles, cost optimization, proper maintenance and usage as per GAIN policies. Ensure logbooks are accurate in order to have complete transparency in its usage. Timely insure all hired vehicles as per established procedures.
- Oversee the planning of visitors to the country office as required.
- Develop and facilitate convergence between resources and coordination of different projects.
- Complete the required documentation, for example official requests from the government authorities for GAIN assistance and facilitating meetings within the Program Office for mobilization of response.

### **GAIN Rwanda facilities and operational set-up - 10%**

With GAIN's vision to establish a presence in Rwanda, the Finance and Administration Manager will have a key role in helping GAIN set-up its operational presence in the country. Along with the Country Director, the Finance and Administration Manager will be directly responsible in ensuring:

- All GAIN standard operating procedures are rolled-out and implemented in Rwanda
- Ensure that all translated documents are fit for purpose and are properly aligned with GAIN's policies and standards.

### **Human Resource (HR) Management: 20%**

- Ensure the availability and accessibility of the HR Manual to all staff in the country office and clarify any point contained in the manual as and when required by any member of staff, where necessary taking the help of global HR.
- Partner with the recruitment team in facilitating staff hiring process of the country office.
- Monitor staff contract expiry dates and ensure timely completion of contract renewal and other formalities
- Partner with the learning and development team for the country office learning and development needs.
- Review job descriptions for all program support staff in line with the current requirements of the organization.
- Ensure a work plan with measurable indicators for measuring performance mutually agreed upon between supervisors and supervisee based on their job descriptions.
- Ensure compliance of GED (Gender Equity and Diversity) and Anti-Harassment Policies of the organization.

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### **Internal Governance Management: 10%**

- Coordinate with the legal lawyer to maintain GAIN's legal entity in Rwanda.
- Coordinate with Rwanda Governance Board (RGB), GAIN Rwanda line ministries on approvals, statutory and legal compliances in adherence to the country law.
- Coordinate and liaise with various government and local area authorities for statutory and legal compliances as per the local laws.
- Coordinate with the Ministry of Foreign Affairs on the issuance of work permits for international staff when needed.
- Follow up and provide appropriate resolution of legal cases in which GAIN may be involved, to the best interests of GAIN.
- Oversee that administrative, budgetary, procedural and accounting controls are complied with and to improve them with time in accordance with HQ's guidelines.

### **Information Technology (IT) Services: 5%**

- Ensure stable and responsive Networking (Local and Wide Area) environment with the adherence to security standards for Network and user authorities.
- Promote productive use of computers amongst the staff and suggest training needs to increase computer skills amongst the staff.
- Ensure system integrity, security of the system and easy accessibility of the required information and ensure cost effective maintenance of all IT equipment.
- Ensure IT Policies and system adherence
- Facilitate Knowledge Management

### **Support resource mobilization, diversifying revenue growth, program quality and impact agenda: 5%**

- Support the program team to leverage resources, new business development and diversify revenue growth.
- Support the program team to develop best practices on budgets and grants management that can attract potential donors.
- Visit the field and partners, to analyze the reports and financial statements and provide technical support to partners and program team on effective use of resources.

### **Key organisational relationships**

- Reports to the country director.
- Close collaboration with country office staff and global teams.
- Service Vendors.
- External stakeholders e.g. donors, government and implementing partners.

## **JOB REQUIREMENTS**

### **Competencies**

- 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, and Kinyarwanda language).
- Strong communication and presentation skills.
- Leadership skills, including the ability to supervise and motivate staff effectively.
- Ability to coach, mentor and provide guidance to supervised staff.

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- Team Building skills.
- Knowledge and skill in introducing and implementing GED (Gender Equity and Diversity) principles.
- High level integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self-confidence.
- Compassion, tact and sensitivity.

### Experience

- Substantial experience in a similar finance managerial position, internal audit / compliance, and supervision of other staff.
- Experience working with an International NGO preferred.
- Experience in managing donor grants such as BMZ, BMGF, DFID, USAID, EU, etc
- Experience in managing private sector funding and external consultancies.
- Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and QuickBooks skills.
- Experience using QuickBooks, Navision or similar accounting software required.
- Familiarity with Salesforce is a plus
- Demonstrated experience in administration or operational functions within an organization.

### Education

- Master's degree or equivalent in accounting, or Finance.
- Professional accounting qualification, business specialization, HR knowledge, and IT knowledge is an added advantage.

### Other requirements

- Ability to work in a multi-cultural environment.
- Established record of integrity in managing organizational resources.

### WHAT GAIN OFFERS

- A competitive remuneration package.
- Flexible working hours through hybrid working opportunities.
- Friendly working environment.
- Professional development opportunities.
- The chance to make a lasting contribution to reducing global malnutrition.