



Job Opportunity
Project Accountant
Rwanda

Deadline for applications: 30th December 2024

VVOB – education for development is an international non-profit organisation with over 40 years' experience in strengthening the quality of education systems in Africa, Asia and South America in close partnership with ministries of education and their institutions.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

*VVOB is currently looking for a **Project Accountant** who will provide strong project accounting work for VVOB's multiyear project from 2024-2030 which aim to improve the quality of school leadership in Africa's pre-primary and basic education sector.*

Do you want to take on this challenge? Then continue reading!

In Rwanda, VVOB works in cooperation with Rwanda Basic Education Board (REB), and the University of Rwanda – College of Education (URCE). The project accountant will provide a strong project accounting work for VVOB's multiyear programmes from 2024-2030 which aim to improve the quality of education in Africa's pre-primary and basic education sector.

For more information on VVOB and our programmes, please visit our [website](#).

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

As the Project Accountant you contribute to this ambition and these values by setting up, executing, monitoring, and optimizing our accounting systems and guiding the operations team (Finance, Procurement, HR, Logistics) on compliance per the donor requirement. As a key member of the accounting team, you know how to inspire direct reports to grow and change with us and you easily navigate between accounting and donor reporting.

The Project Accountant reports to the Operations Manager. You are part of and working closely with the other members of the project team and you are responsible for the accounting department, thus managing all accounting aspects within this department. Furthermore, you work closely together with the operations departments at the Head office.

If you're our Project Accountant, your work week at the office will include the following highlights:



- You have a meeting with the project team, to highlight key requirements of, and start drafting the budget for a multimillion-dollar project we're trying to secure.



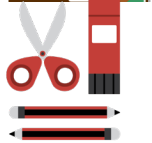
- You have a discussion with the project team to give an overview of the project spending for the year, the result areas per programme and how expenditure rates will be tracked. You draw up an action plan for accounting goals per Quadrimester.



- You have a meeting with the operations Manager to draw up a procurement plan for new projects including developing a tracking tool.
- You review the current VVOB Rwanda policies governing our procurement, finance, administration and HR functions and ensure compliance with relevant funding partner reporting requirement and country laws.



- Launch! A perfect time to nurture relationships with the finance officer and identify capacity gaps, with a better plan of action on improvement.



- Ensure daily expenditure capture in Navision – the organization accounting software.
- Update the budget versus actual project monitoring tool and advise the programme teams on areas of concern.

Still on board? You might just be the person we need... Read on for the specifics.

1. Review all payment processes on a daily and weekly basis.
2. You ensure proper and timely update of the accounting system (Navision) and timely collection of good quality accounting documentation according to the latest financial guidelines.
3. Review all procurement processes for all programmes and projects to ensure accuracy in the use of budget lines and account codes, donor compliance and reporting requirements.
4. You pro-actively provide information and support to the program team and relevant partners to improve the accounting system and to develop the capacity of them in the field of accounting and accounting requirements.
5. You coordinate and supervise the compliance and correct implementation of financial guidelines and procedures.
6. You prepare donor financial report and share with the regional coordinator and the operations manager for review
7. You are responsible for informing the management on the status of the accounting system, including critical issues, and you identify areas for improvement in the accounting system and processes.
8. You examine and analyse financial records, prepare financial documents, reports, budgets and calculate tax information according to VVOB and donor's guidelines.
9. You prepare project cash forecast and generate fund request for processing by the operations manager.
10. As the project accountant, you will also perform any other duty assigned by supervisors in line with the position holder's capacities.

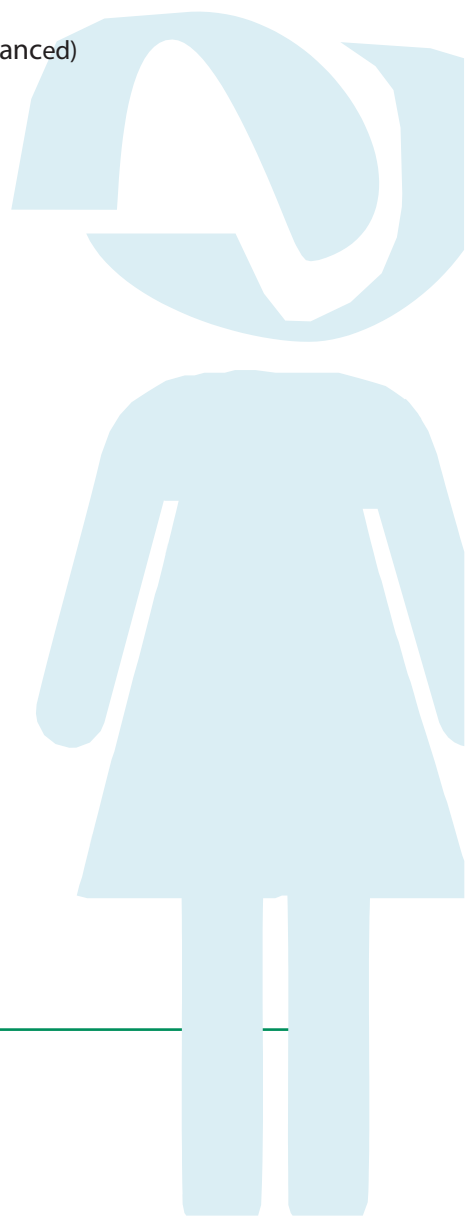
Competency profile

VVOB Core competences: (Level 1 = Basic; Level 2 = Intermediate; Level 3 = advanced)

Competence	Level
Cooperation	3
Continuous Improvement	3
Result Orientation	3

Role competences:

Competence	Level
Reliability	3
Giving Direction	3
Communication skills	3
Agility	3
Vision building	2



Who are you?

Your expertise and experience

Essential:

- Master's degree in finance, Business Management or other relevant field or equivalent experience
- ACCA/CPA
- 10 years or more on professional accounting experience in at least 2 out of 3 of the following result areas of: Finance and accounting, Reporting and Audit.
- In depth understanding of accounting principles and practices, the financial market; banking and the analysis and reporting of financial data.
- Excellent computer skills in MS office and affinity with accounting and financial analysis software.
- Fluent in English
- Experience in using Navision accounting system is desired

Nationality: Rwandan Nationals only

Location: Kigali, Rwanda

Start date: as soon as possible



What we're offering:

- A dynamic working environment in an international context
- An exciting job with varied responsibilities
- Professional development opportunities
- A competitive salary and benefits package

How to Apply? next?

Fill-in [this application form](#) no later than **30 December 2024 at 5PM (Rwanda time)**.

Make sure that you attach a motivation letter clearly telling us why you are suitable for this position, and a current CV addressed to VVOB Country Programmes Manager.

The position will attract a starting gross salary of between RWF 1,481,611 to a maximum 2,220,430 per month, plus other benefits.

More info: For more information, please contact [recruitment.rwanda@vvo**b**.org](mailto:recruitment.rwanda@vvob.org)



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