



Department  
for International  
Development



**Vacancy Announcement**  
**Department for International Development**  
**Rwanda – Kigali**

**POSITION:** Finance Analyst – B1

**SALARY:** RWF 25,941,227 – 38,950,712 p.a  
Depending on experience and qualifications

**DURATION:** Permanent

**Job Summary**

The Finance Analyst will support the local Finance Manager in delivering assurance to the Head of DFID Rwanda on the financial position and current performance so that effective action is taken on a timely basis. The role is important in providing and embedding high quality financial management throughout the operational business in order to provide regular, robust financial information and detailed analysis to Finance Manager and senior management both in Rwanda and at DFID HQ.

**Key Responsibilities**

Duty/responsibility	Performance indicator
<b>Budget management</b> <ul style="list-style-type: none"><li>• Host regular challenge meetings with local budget holders and spenders to further promote accountability and understanding.</li><li>• Assist in resource budget bids and adjustment, appreciating the link to results delivery</li></ul>	<ul style="list-style-type: none"><li>• Improved accountability for budget spends</li><li>• Accuracy of resource budgets</li></ul>
<b>Programme and partner support</b> <ul style="list-style-type: none"><li>• Provide support to programme managers and advisors on financial aspects of programme design and implementation and on-going monitoring and reporting, through engagement and effective challenge</li><li>• Support the Finance Manager in delivery of finance training on key theory and principles and the dissemination of corporate messages, including new and current rules, policies and guidance to non-finance staff and to partners.</li></ul>	<ul style="list-style-type: none"><li>• Timely and effective support to programme managers</li><li>• Compliance to key finance theory, principles, rules and policies by staff and partners</li></ul>

<b>Management accounting and reporting</b> <ul style="list-style-type: none"> <li>• Complete and submit corporate requests including year end and interim accounting packs, local large cash payment forecasting, budget transfers and monthly variance analysis.</li> <li>• Provide additional support to finance manager on information gathering and initial analysis of data, systems or processes</li> <li>• Consolidate, test and calculate key accounting adjustments, for example, accruals and prepayments and provisions</li> <li>• Prepare regular and timely office level monitoring reports on local budgets and forecasting information to inform management of outturn, particularly around financial year targets</li> <li>• Support to the Finance Manager with the preparation of other key standing reporting requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Timely submission of accurate accounting packs, local large cash payment forecasting, budget transfers and variance analysis</li> <li>• Timely and accurate accounting adjustments</li> <li>• Timely, regular and accurate monitoring reports</li> <li>• Timely completion of accurate key standing reporting requirements</li> </ul>
<b>Internal controls management</b> <ul style="list-style-type: none"> <li>• Continuously improve the internal control environment to help ensure its robustness and the development and promotion of wider best practice with regards finance activities for non-finance staff.</li> <li>• Contribute to internal and external visits and assist in delivery of associated recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Existence of robust internal controls the meet best practice standards</li> <li>• Compliance with set internal controls</li> <li>• Timely implementation of recommendations from internal and external audits</li> </ul>

### **Knowledge and Skills required for the post**

- Sound knowledge of financial reporting standards
- Excellent oral and written communication in English
- Advanced knowledge of MS Excel data analysis including pivot tables
- Excellent analytical skills
- Excellent interpersonal skills
- Good problem solving and analysis skills
- Good understanding of local third parties, contractors, NGOs and UN Agencies
- Awareness of counter fraud, corruption and leakage risks to support non-finance staff in project planning
- Good understanding of risk management

### **Other attributes and ways of working**

- Ability to work under minimal supervision
- Independence and objectivity: The confidence to have a balanced point of view and be confident enough to express it – even if it proves unpopular.
- Self-belief and awareness: A deep belief in the value of Finance as a critical business function, and in one's personal ability to make a difference to the organisation. Evidence of being able to reflect (in the moment and after the event) on own personal style, bias, and ways of working, and the impact on others. Able to adapt, so as to more effectively influence colleagues and management.
- Knowing the business: The ability to quickly develop a deep knowledge and understanding of the business, its partners and its strategy and the ability to communicate in business terms. Understanding of the business levers that drive performance.

- Relationships: The ability to build and manage deep, strong and trusting relationships with their colleagues, management and external stakeholders. Job holder will have regular interaction with Senior Managers.
- Resilience: A clear focus on delivering business outcomes and ability to successfully manage complex challenges, finding effective solutions.

## Minimum Requirements

The ideal candidate should have the following:

- Bachelor's Degree in Accounting, Commerce, Business Administration, Finance, Business management or Business Economics
- Part qualification in a recognised professional accountancy course (e.g. ACCA, CIMA, and CPA).
- At least 5 years' experience in management accounting, variance analysis and reporting in a reputable organisation including at least 3 years' experience of working with senior non-finance managers and external stakeholders.
- Experience working in or with complex organisations
- Sound knowledge of financial reporting standards
- Advanced knowledge of MS Excel data analysis including pivot tables
- Good understanding of local third parties, contractors, NGOs and UN Agencies
- Awareness of counter fraud, corruption and leakage risks to support non-finance staff in project planning
- Good understanding of risk management

## Civil Service Competencies

- Leading and Communicating
- Delivering Value for Money
- Changing and Improving
- Delivering at Pace

The full Job Description, Application Form and application procedure can be found at:

<https://www.gov.uk/world/organisations/dfid-rwanda/about/recruitment>

DFID is committed to equal opportunities in its staffing policy and does not discriminate on the grounds of race, gender, age, religion, sexual orientation or disability. Selection will be on merit.

## Important – HOW TO APPLY!!

- The candidate must complete and send the application form to [AfricaHRHubRecruit@DFID.GOV.UK](mailto:AfricaHRHubRecruit@DFID.GOV.UK) with a copy of their most recent CV. The subject line MUST read "RWA/009".
- Failure to follow the outlined procedure might result in the application not being considered. The closing date for the vacancy is 27 October 2017. If no response has been received after 2 weeks from closing date, consider the application as unsuccessful.
- If you experience any problems with your application, request the application pack from the same email address listed above.