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OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

**JOB ANNOUNCEMENT FOR THE POSITION OF FINANCIAL MANAGEMENT SPECIALIST UNDER THE PRIORITY SKILLS FOR GROWTH (PSG) PROJECT AT THE UNIVERSITY OF RWANDA.**

The University of Rwanda, Single Project Implementation Unit (UR SPIU) is inviting qualified and interested candidates to submit their applications to the position below:

**Position: Financial Management Specialist (1)**

As a member of the project Implementation Team's Office, the Financial Management Specialist will assist the project team in the daily running of the office operations through executing administrative activities that help to deliver to the project goal.

**Main Duties and Responsibilities**

- Provide all necessary accounting data and information to the UR SPIU Finance Program Manager, PSG Project team and the World Bank team for them to be able to follow up on budget and planning.
- Work closely with the Finance Program Manager of SPIU and UR-HQ Finance staff to ensure financial reports and other reports are timely submitted on a monthly, quarterly, and on annual basis as may be required by the Government of Rwanda laws, regulations, and financial management policies and procedures, projects legal agreements or by other stakeholders.
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following GoR and World Bank financial guidelines.
- Ensure all necessary project financial reports are timely prepared for Finance Program Manager's review and approval before being submitted to the funder or any other stakeholders.
- In collaboration with the project implementation team, the Financial Management Specialist will actively participate in budgeting and planning activities of the program.
- Ensure the project bank account reconciliation is done in timely manner
- Ensure all payments' applicable taxes are accurately deducted, timely paid and declared to the Rwanda Revenue Authority
- Ensure all accounting transactions are timely and accurately recorded in the University's IEBMIS

- Receive different payment requests and ensure they are timely processed and paid through BNR payment system.
- Process payment through local mode (indirect payments).
- Ensure approval of international payments and their submission to BNR
- Strengthen and maintain network with supervisors and UR-SPIU finance team.
- Put in place a proper filing system for project accounting documents and those of finance unit.
- Responsible for transparent and consistent filing of all accounting, banking and cash management documents.
- Verify staff payroll for bank transfers at the end of each month.
- Ensures all invoices from external parties (contractors, suppliers etc) are paid in due time, by bank transfer, cheque or cash and arrange those documents by date: Preparing bank transfer and cheque documents; and manages pipeline payment to external parties.
- Act as an inputter at first level in BNR online system.
- Record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews.
- Work closely with internal and external audits to carry out annual project audits.
- Facilitate Internal and External Audit exercises and assist them in their respective functions
- Perform any other related tasks as may be assigned by the Supervisor.

#### **Required Qualification and Skills:**

- a) Master's degree in accounting, Economics or finance, MBA specializing in finance or Accounting with **three years** of working experience in finance or accounting related field or bachelor's degree in accounting; Finance, Business Administration (specializing in Finance, Accounting or Economics) with **five years** of experience in finance or accounting related field,
- b) Having the accounting professional qualification such as CPA or ACCA is a must,
- c) Having the project management related professional course such as PMP, PRINCE 2 is an added advantage,
- d) Experience in working with international development partners such as MasterCard Foundation, World Bank, IMF, KfW, AfDB, UN Agencies and others, is an added advantage.
- e) Excellent oral and written communication in English; ability to write clear and concise reports and ability to make effective presentation.

- f) Having a great teamwork sprit, strong analytical skills, strong planning and budgeting skills, and problem-solving skills.
- g) Excellent interpersonal and communication skills
- h) Hands on experience with project Accounting and reporting skills,
- i) Strong computer skills, especially in Microsoft Excel, Microsoft Word and PowerPoint
- j) Having project management Certification such as PMP or Prince 2 is an added value.

### **APPLICATION PROCEDURE:**

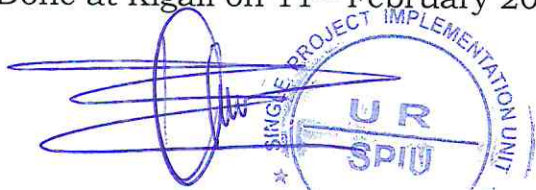
Interested candidates should send their application files to <https://forms.gle/Ev1PkRBAbvNs2AGZ9> to the subject of the application e-mail should be containing your name and the position applied for.

The application file must be a single PDF file and should contain the following items:

- Application letter Addressed to the SPIU Coordinator
- A Detailed and updated Curriculum Vitae
- Copy of National ID or Passport
- Copies of Academic degree certificates
- Copy of any other relevant certificates acquired.
- Proof of relevant experiences as described in the CV.

The deadline for submission of the application is set on **17<sup>th</sup> February 2025 at 17:00**. Only shortlisted candidates will be invited to sit for the written test.

Done at Kigali on 11<sup>th</sup> February 2025



**Dr. Michael MUGISHA, MPH, PhD**  
**Acting Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda.**