



OFFICE OF THE COORDINATOR

JOB ADVERTISEMENT

BACKGROUND

Under the bilateral research cooperation between Sweden and Rwanda, the University of Rwanda is implementing a University of Rwanda Sweden Program (UR-Sweden Program) since more than two decades. The overall objective of this Program in its current phase is to “increase the production of relevant high-quality scientific knowledge that contributes to Rwanda becoming a knowledge-based economy”. This program has played a crucial role in advancing research, education, and socio-economic transformation in Rwanda.

To implement its activities, the University of Rwanda through its Single Project Implementation Unit (UR SPIU) is seeking to recruit a highly motivated and well-organized Finance Management specialist to fill a vacant position of Finance Management Specialist for UR Sweden Program. This position supports the program’s finance functions. The contributions of this position holder is critical in ensuring effective implementation and fostering collaboration across all aspects of the program.

Position: Finance Management Specialist

The Finance Management Specialist will provide financial leadership and oversight for the UR-Sweden Program and support other projects at the University of Rwanda Single Project Implementation Unit (UR SPIU) in ensuring compliant, timely, and accurate financial operations and reporting.

Main Duties and Responsibilities

(a) Preparation of Work Plans and Budgets

- Support the Program Management and other projects in developing project budgets and financial plans.
- Contribute to preparation of annual work plans and budgets for program and other projects.

(b) Timely Financial Reporting

- Maintain accurate accounting and bookkeeping systems in line with donor and GoR requirements.
- Under the supervision of the line manager, ensure timely monthly, quarterly, and annual financial reporting.
- Record transactions in EBMIS and reconcile shared accounts in local and foreign currencies.

- Monitor GL accounts, correct errors, and ensure appropriate allocation of expenditures.
- Track budget execution and inform management on budget-performance alignment.

(c) Timely Verification of Payments

- Ensure that all expenditures are eligible, supported, and approved before processing.
- Process and verify staff and supplier payments and maintain sequential records.
- Assist in preparing withdrawal applications aligned with donor/Government of Rwanda requirements.
- Manage operations of special and counterpart accounts effectively.

(d) Tax Filing and Statutory Compliance

- Prepare and file PAYE, VAT, and other tax obligations with RRA in coordination with HR or assigned staff.
- Ensure RSSB contributions are timely paid and taxes for service providers are declared.
- Prevent penalties by ensuring timely and compliant tax payments.

(e) Documentation and Records Management

- Maintain proper books of accounts and establish an organized, secure filing system.
- Track and digitize inventory of assets and stock.
- Implement measures to protect financial records from unauthorized access or loss.

(f) Financial Decision-Making Support

- Assist program/project team in administrative and financial planning activities.
- Promote cost-effectiveness and advise on value-for-money decisions.
- Recommend improvements in financial systems and procedures.
- Provide strategic financial guidance to the Program management.

(g) Internal and External Audit Follow-Up

- Facilitate audits and ensure audit recommendations are implemented.
- Coordinate timely submission of audit reports to development partners.
- Collaborate with internal and external auditors and support documentation readiness.
- Promote accountability and strive for unqualified audit opinions across the assigned projects the Program.

Qualifications and Experience:

- Master's degree in accounting or finance

- A proven experience of 5 years (minimum) in Financial Management Practices;
- A qualification course such as ACCA, CPA is a must. Having both will be an added advantage.
- A minimum of 3 years of experience in accounting for the donor-funded projects is a must;
- Having experience in Government accounting including the use of the Government's Integrated Financial Management System (IFMIS) will be an advantage.
- Experience in use of Integrated Education Business Management Information System (EBMIS) is an added advantage
- Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail skills and problem solving skills;
- Strong computer skills, especially in Microsoft Excel, PowerPoint, Access and accounting packages;
- Excellent oral and written communication in English;
- Ability to work independently with minimal supervision

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the <https://forms.gle/mdLAXaYvWT5MbHSPA>. The application file must contain the following documents:

1. Application letter addressed to UR-SPIU Coordinator indicating the position.
2. A detailed Curriculum Vitae
3. A copy of academic degree and academic transcripts (as one document)
4. A copy of proof of previous relevant experience if any (as one document).
5. A copy of National Identity and/or passport

The Deadline for submission of the application is set **on 28th November 2025 at 5:00 PM**. Only shortlisted candidates will be required to sit for the written test.

Done at Kigali on 19/11/2025

Dr. Michael MUGISHA, MPH, PhD

Coordinator

Single Project Implementation Unit (SPIU)

University of Rwanda.