Vacancy Announcement

(Deadline February 3, 2016 at 17:00 hours East African Time)

Finance and Administrative Coordinator (FAC) - ICCO MasterCard Foundation STARS program

Background

ICCO is international development cooperation (www.icco-cooperation.org). 335 people work in 44 countries in Africa, Asia and Latin America. We operate from 7 regional offices and 15 national offices. We work towards a world without poverty and injustice. We do this together with civil society organizations, private sector and governments. We believe in the enterprising power of people. We aim to implement a systemic change and successful, sustainable and equitable development in low and middle income countries.

The ICCO MasterCard Foundation STARS program aims to address barriers to increase food security and income (access to financial services, insufficient farming inputs, integration into markets,) through a two-pronged approach: Development and implementation of financial products for agriculture with MFIs; and Value Chain Development and linking with financial services. The five-year program aims to increase income and food security for at least 210,000 low-income, smallholder farmers (50% women) and their families. The program is implemented in Senegal, Burkina Faso, Ethiopia and Rwanda.

ICCO is looking for a qualified, experienced and self-motivated Finance and Administrative Coordinator (FAC) to be based at the Rwanda office.

Job title: Finance and Administrative Coordinator (FAC)

Type of contract Two year contract renewable depending on performance

Location: Rwanda

Start date: 1st March 2016

Job purpose:

The Finance and Administrative Coordinator (FAC) is responsible for the financial and administrative management, reporting and grant management of the STARS program

Responsibilities:

Financial Role

- Prepare annual budgets for each country and consolidate overall budget for annual submission to donor
- Monitor expenditure against budget and prepare budget revisions when needed.
- Prepare quarterly and annual reports to the donor
- Ensure that expenditures are in compliance with donor requirements
• Ensure that financial procedures are developed for the program and implemented by program staff and partner organizations.
• Financial analysis, assessment, monitoring and evaluation of partner organisations and financial proposals and reports.
• Preparations of payments in the contracts between ICCO Cooperation and local organisations.
• Monitoring of the realisation of payment orders and invoices of contracted parties.
• Identification of and advising on the financial capacity of partner organisations.
• Facilitation of capacity building and necessary expert knowledge in financial administration and control.

Administrative role

• Manage all contract arrangements with the various service providers ensuring that contractual obligations are adhered to.
• Ensure the legal and statutory compliance of the Country offices including accurate statutory deductions on payroll.
• Ensuring that the operational manuals are developed and well maintained and updated on a regular basis
• Supervising the finance and administration staff of the 4 project offices
• Making authorisation and approvals as per authorisation matrix
• Organising for all recruitments, performance appraisals, staff learning and development and teambuilding activities in the project office.

Minimum requirements –must have:
• A university degree in Finance or similar relevant professional qualifications
• Minimum of 5 years of relevant experience working in a reputable organization in financial and administrative management.
• Financial and administrative knowledge on financial administrations on an advanced level
• Experience in grant management, budgeting and financial reporting to donors
• Knowledge of producers organizations, micro finance and business initiatives in the regional context
• Experience in using bookkeeping software and management information systems.
• Advanced communicative skills both in writing as verbally
• Excellent language skills in English and French
• Good knowledge of financial aspects on financing organizations

Core competences:
• Openness
• Reliability
• Integrity
• Result driven
• Independent team worker
• Gender sensitive

How to Apply
Please send your CV of not more than 3 pages and a motivational letter of not more than 1 page to central-and-eastern-africa@icco-cooperation.org as only email applications shall be considered. All applications should be clearly marked: “Finance and Administrative Coordinator (FAC) - ICCO MasterCard Foundation STARS program and no email should exceed 2MB.

We thank all applicants for their interest but please note that only those selected will be contacted and any form of lobbying will lead to automatic disqualification.