

Finance Officer

Location: Rwanda

Reports To: Operations Manager

Employment Type: Full-Time

Overview:

The Finance Officer maintains the systems and financial infrastructure that allows Leadership Lab Yetu to grow sustainably. This includes assisting with budget preparation, bookkeeping and financial reporting.

Key Responsibilities:

Financial Stewardship

- Budgeting and financial planning in collaboration with team.
- Bookkeeping, tracking expenditures, supervising bank accounts, and reconciling multi-currency transactions.
- Maintain accurate, secure and audit-ready financial records.
- Prepare financial reports for various stakeholders including the leadership team, Board, funders, auditors etc.

Grant & Contract Management

- Track restricted and unrestricted funding, ensuring proper allocations.
- Prepare financial reports for grants and funder requirements.
- Support grant proposal budgets and funding applications

Qualifications & Experience:

- Minimum **5–7 years of experience** in finance, accounting, or operations, ideally in the nonprofit sector.
- Degree in **Finance, Accounting, Business Administration**, or a related field. CA or equivalent certification is a strong asset.
- Strong knowledge of **nonprofit financial management**, budgeting, and compliance.
- Experience with accounting software (e.g., QuickBooks, Sage, or similar).
- Experience managing cross -border receipts and payments in multiple currencies.
- Understanding of operational systems, vendor management, and risk.
- Experience with grant budgeting and donor financial reporting preferred.
- Excellent written and verbal communication including ability to present financial reports.
- Detail-oriented, ethical, and solutions-driven.
- Experience working on pan-African initiatives or working across the continent is an advantage.
- Written and spoken proficiency in both English and French is an advantage.

