

YOUTHCONNEKT AFRICA STAFF HIRING

Finance & Administration Manager (National Role)

Position Overview

The Finance and Administration Manager will be responsible for establishing and maintaining efficient accounting and administration systems and procedures to support the smooth running of the YCA Hub operations. This position also oversees certain administrative functions related to human resources, office supplies, equipment, vendor relationships, office lease management, and so on. The Finance and Admin Manager will report to the Executive Director.

Duties and Responsibilities

- Manage the day-to-day finance, administrative and logistic resources of the YCA Hub Secretariat.
- Under the guidance of the Executive Director ensure financial systems and controls are in place within the office
- Administer and reconcile petty cash and respond to routine inquiries related to accounting and finances and lead the preparation of the monthly financial reports.
- Be a liaison between YCA HUB, MINICYOUTH, and UNDP in reviewing and reporting on funds and other financial matters or vendor payments
- Develop financial policies and systems and provide training to new staff on finance, accounting, and administrative systems
- Oversee office supplies: ordering, inventory, and maintaining office leases and amendments,
- Maintain accessibly and organized documentation and records, vendor and personnel files, and copies of invoices compliant with YCA Hub requirements.
- Oversee appointments and administrative formalities concerning meetings, workshops, training, etc.
- Manage travel arrangements (car rental, flight tickets, accommodations, etc.); book staff travel, conferences, and training where required
- Assist with preparation for annual independent audits
- Reporting to donors as per agreed financial reporting requirements.
- Assist program staff to conduct budget reviews and financial analyses of programs
- Supervise back-office operations including management and administration.
- Prepare reports required by regulatory agencies and for the annual audits (internal and external)
- Prepare monthly management accounts and perform general ledger reconciliations
- Other duties as assigned.

Required Skills and Experience

- Bachelor's degree in Accounting, ACCA, CPA, CA, or Finance Administration;
- A minimum of five years of demonstrated experience in the accounting/finance/administrative area.
- Excellent oral, written communication, and problem-solving ability;
- Ability to be a team player in a busy environment, often with tight deadlines;
- Knowledge of the international development funding arena is desirable;
- Experience in an international organization is desirable
- English is required. French would be an asset.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling web-based accounting systems;
- Knowledge of IPSAS and/or IFRS required.

Functional Competencies:

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- Ability to perform a broad range of activities to support the creation of the YCA Hub including Finance, HR, Admin, Logistics, and Procurement functions.
- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to administer and execute financial processes and transactions;
- Ability to manage data, documents, correspondence, and reports information and workflow.

Qualified candidates are invited to submit the information listed below, as a single PDF file to the following email address: jobs@youthconnektafrica.org by July 14, 2022, CAT.

The application must include a detailed resume, cover letter, Degree details, and other supporting documents. Note that no hard copy submissions will be accepted and only shortlisted candidates will be contacted.