

ROLE PURPOSE



Role Title: Finance and Operations Assistant

Division: Business Operations

Location: Kigali, Rwanda

Date: February 2024

Employment type: Fixed-term, Full-time

Reports to: Finance and Operations Coordinator

Number of direct reports: None

Leadership Band: Leads Self

Purpose of the role:

Reporting to the Finance & Operations Coordinator, the **Finance and Operations Assistant** will lead on the transactional, administrative, operational support as required by the Business Operations team. S/he will support in accounting and reporting duties, as guided by the financial policies, procedures and practices and accepted local practice.

The **Finance and Operations Assistant** will play a pivotal role in facilitating and supporting these key outcomes and responsibilities:

Finance

- Review all invoices that are received and prepare supporting documentation for payment.
- Review and manage outstanding payable and receivable balances, including employee advances.
- Reconcile bank accounts as needed.
- Process cash advances for project staff.
- Entering transactions in SUN System software.
- With support from the Contributing to submission of monthly closing activities report
- Ensure expenses are paid in accordance with Fred Hollows Foundation policies and procedures.
- Assist with organizational audits as required.
- Maintain the office filing systems and determine gaps and changes to ensure proper filing of all documents.

Administration and Operations

- Coordinate, in conjunction with the Commercial Partner, the schedule for financial payments such as raising purchase orders, payment of invoices, and support the preparation of monthly, quarterly, and annual reconciliations and accounts.
- Manage all office logistics, including office maintenance, cleanliness, local transportation, hotel reservations, and other tasks necessary for smooth office operations. The role will have direct communication with the landlord on all office related matters.
- Responsible for providing support to staff traveling internationally, including arranging airport transfers, accommodations, visa processes, and other related travel tasks as needed.
- Maintain and update the suppliers database for the Rwanda office in compliance with policies.
- Support events, conferences, meetings, and workshops with external stakeholders in collaboration with the Program team.
- Provide all administrative support including tasks such as preparing stakeholder correspondence, filling required forms, and ensuring reports are provided.
- Other duties as assigned by the Finance and Operations Coordinator.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- 3 years proven experience in a similar role working in a dynamic, fast-paced and highly collaborative environment.
- Experience supporting office and project requirements for a small and diverse team to ensure smooth business operations.
- Demonstrated experience processing payroll and liaising with key stakeholders to resolve any issues.
- Demonstrated experience contributing to procurement and contract management transactions and payment processes.
- Demonstrated experience managing transactions across multiple technology solutions.

- Prior experience in creating and maintaining project and administrative systems such as procedures, policies, files and records.

Skills:

- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences
- High sense of integrity, ethics, and confidentiality.
- Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing agreed solutions.
- Strong analytical skills;
- Effective problem-solving skills;
- High-level interpersonal skills to establish effective working relationships with internal and external partners;
- Highly organized, detail-oriented and active listener;
- Outstanding organizational and time management skills including the ability to prioritize and multi-task work;
- An excellent team player, positive change manager and result-oriented personality;
- Ability to work independently, take initiative, set priorities and support programs.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture

A nice have:

- An interest to work with an international NGO specializing in the eye-healthcare sector.
- Experience with International and Domestic payment platforms.
- Prior experience of working in a global and complex organization
- Processing payroll through SAP SuccessFactors is highly desirable.
- Utilizing iPOS or similar, to undertake transactional cycle or procure to pay.

Qualifications:

Bachelor's degree in Finance, Accounting, or related field

The position involves:

This position is recognised as having direct "Contact with Children".
This position does involve "Working with Children" either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.



This role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

To work in The Foundation, you will:

- Be eligible to work in Rwanda where the role is located.
- Undergo background checks including criminal records and qualifications checks.
- Undergo working with children check for positions which are identified as working with children.