

## **JOB ADVERTISEMENT (RE-ADVERTISEMENT)**

**Position: Administration and Finance Manager.**

### **1. Description of EPRN**

Economic Policy Research Network (EPRN) is an equal opportunity economic policy research platform in Rwanda bringing together key economic management institutions, individuals and organizations active in economic policy research and analysis to support the provision of evidence for economic policy formulation and policy research development.

EPRN wishes to recruit a competent **Administration and Finance Manager**.

### **2. Position description**

**Position:** Administration and Finance Manager

**Category:** Administrative/Finance

**Place of Employment:** EPRN Office, Kigali

**Employment type:** One-year renewable upon satisfactory performance and availability of funds

### **3. Major Duties and Responsibilities**

#### **A. Accounting:**

- Establish an accounting system to manage and maintain the accounting requirement of EPRN in compliance with the approved procedures manual and donor's requirements;
- Manage all the EPRN Accounts
- Ensure management and appropriate filing of the electronic and hard copies of the financial documents and reports;
- Prepare timely financial statements as required;
- Ensure regular monitoring of the bank account (s);
- Manage the cash flows for EPRN;
- Carry out preparation of the payroll for EPRN staff and other contractual payments;
- Manage and maintain the petty cash of EPRN
- Maintain the bookkeeping for EPRN;
- Process the payment of all regular area of office expenses;
- Maintain and manage all relevant taxation and statutory contributions for EPRN;

**B. Finance/ Budget:**

- Prepare annual financial and budget plan for EPRN in consultation with the Executive Director;
- Take the lead in developing and revising the financial procedures manual, policy and guidelines for EPRN;
- Monitor the development of expenditures, ensuring that budget overruns do not occur and prepare and follow up on request for possible amendments where necessary;

**C. Administration, Logistics and Procurement:**

- Procurement of goods and services;
- Overseeing the management and maintenance of all the assets of EPRN office equipment and others;
- Make timely procurement of furniture, stationaries and other items as required;
- All other administrative matters;

**D. Others:**

- Maintain and be custodian of all accounts and budget related documents and files;
- Maintain and manage all records related to EPRN's assets;
- Represent EPRN in all stakeholders meeting related to accounts, finance and budget;
- Prepare annual report and other reports as required;

**4. Required Qualification and Experience**

The Administration and Finance Manager needs to fulfil these conditions as a minimum:

- a. Have at least a Bachelor Degree in Economics, Finance, Accounting or related field; with a working experience of five years; or have Maters Degree in the same fields with 2 years of experience.
- b. Proven minimum 3 years' experience in finance and office management.
- c. Proven experience in similar role preferably in NGOs.
- d. Key technical required skills and required knowledge:
  - Knowledge of various financial software
  - Planning and organizational skills
  - Communication skills
  - Strong IT skills, particularly in Financial software (Sage100 and QuickBooks or alike)
  - Good judgment and Decision Making Skills
  - Interpersonal skills
  - Time management Skills
  - Fluent in Kinyarwanda and English Knowledge of French is an added advantage

## 5. Application Process

Interested candidates are requested to submit a letter of motivation addressed to the Executive Director, copies of academic and professional qualifications, updated CV and three persons of reference at EPRN office located at UR-CBE Gikondo (ex SFB) by not later than 11/12/2023, 11am local time. Applications may also be sent through EPRN P.O box: 7375 Kigali-Rwanda until 11/12/2023, 11am local time OR send through email: [info@eprnrwanda.org](mailto:info@eprnrwanda.org) (send all documents in PDF format and indicate *Application-Administration and Finance Manager* in the email subject, by not later than 11/12/2023, 11am.

Done at Kigali on 28<sup>th</sup> November 2023

The image shows a handwritten signature in blue ink to the left of a circular official stamp. The stamp is for the Economic Policy Research Network (EPRN) in Rwanda. It features a blue circular logo with a stylized 'E' and 'P' inside, and the text 'EPRN RWANDA' below it. The outer ring of the stamp contains the words 'ECONOMIC POLICY' at the top and 'RESEARCH NETWORK' at the bottom, separated by two small stars.

**Seth Kwizera**  
**Executive Director**