



JOB POSTING –Senior Finance Officer

Organization:	Right To Play Burundi
Department/Division:	Finance
Work location:	Bujumbura, Burundi
Authorized to work in:	Burundi
Closing Date:	November 3rd 2021

BACKGROUND:

Right To Play is a global organisation that protects, educates, and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease, and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Senior Finance Officer reports directly to the Country Director (CD) and has technical reporting lines to the Senior Manager, Field Finance (SMFF). The incumbent is responsible for the proper implementation of financial procedures in all Right To Play programs in Burundi and will provide support and guidance by working closely with the in-country management team. The Senior Finance Officer is responsible for overseeing and maintaining effective and efficient accounting and financial records for the offices in Burundi. He/she is responsible for preparing financial reports for local management, preparing the payroll, maintaining accounts payables and implementation of the effective internal control framework.

The Senior Finance Officer must develop professional relationships with all staff in Burundi to ensure responsiveness to required needs and recognition of Right to Play and donors’ standard practices.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Financial Accounting, Management and Reporting (45%):

- Performs complete and accurate supporting information for all financial transactions.
- Reviews of the field offices' monthly financial reports (verifying the coding, arithmetical accuracy, documentation, authorization) and subsequent feedback to ensure timely submission to SMFF.
- Keeps up to date on program priorities and makes occasional field trips to monitor finance related issues and procedures.
- Prepares payroll and monitors salary advance reimbursements; stays abreast on the latest developments in tax and other related laws in the country; ensures that RTP complies with all government statutory regulations including licensing payment of taxes and social security fund; ensures timely submissions of such deductions to the relevant authorities.
- Prepares and monitors financial reports and project cost reports/invoices against budget and donor requirements for accuracy and consistency and alerts management team of necessary actions based on that review.
- Participates in the annual financial audit ensuring all supporting documents are available for auditors to review; responds to auditor's requests, as well as any internal or donor audits.
- Trains program staff on RTP financial policies.
- Prepares Country Office Budget on a yearly basis.
- Participates in the yearly financial planning in the country of operation; supports the program team in preparation of proposal and operational budgets; supports the Program Manager in communicating plans to program staff and partners.
- Ensures complete financial documentation of funding awards.
- Works with Program Manager to comply with donors' terms and conditions, monitor spending and deliverables.
- Maintains control over the financial filing systems to ensure complete and organized accounting files, especially with regard to original procurement documents.
- Ensures financial oversight and control mechanisms and procedures to ensure that all programs and Country expenses are in accordance with RTP and donor financial policies, procedures, rules, and regulations.
- Verifies accuracy and compliance of expenses and expense reporting.
- Reviews and provides support for the financial aspects of contract execution of local and international sub-implementing partners.
- Regularly prepares and presents financial reports, analysis, and recommendations concerning relevant financial issues.
- Identifies and recommends improvements that could streamline implementation processes in the areas of accounting, finance, and budgeting.

Job Responsibility #2: Management of cash and bank transactions (20%):

- Prepares the Cash Transfer Requests to HQ through the Director Global Field Finance and ensures that



appropriate balances are maintained to facilitate grant implementation.

- Oversees the daily cash/bank management of financial transactions.
- Oversees all the incoming wires from HQ/Donors.
- Oversees the timely preparation, review and approval of all monthly bank account and cash reconciliations.
- Monitors petty cash accounts including the spot-checking of balances and payments.
- Supervises the collection and recoverability of contractual, project partner activity advances, staff activity and travel advances and other receivables.

Job Responsibility #3: Financial Guidelines, Procedures and Policies (20%):

- Maintains current knowledge of local government requirements related to financial matters and ensures compliance with tax regulations and other legal requirements.
- Complies and keeps abreast with Right To Play and donors policies, procedures, and guidelines in regards to accounting and procurement including internal controls framework.
- Ensures all purchase documents are well documented and followed according to policies.
- Ensures the Procurement Plans for the year are prepared by designated staff, approved by the CD and are up-to-date regularly.
- Reviews all procurement actions to ensure full and open competition to the greatest extent possible, strong internal controls with appropriate segregation of duties, adequate documentation to support solicitation, selection and best-value decisions, and full compliance with Right To Play and Donor regulations.
- Ensures proper travel related templates are used, travel related data are properly reviewed and analysed and adequate supporting documents are well maintained as per the Policies.
- Oversees the protection of the country's assets (inventory and fixed assets) through the enforcement of internal control policies and procedures by ensuring that the Fixed Assets and Inventory registers are in place, updated regularly, and reported to Field Finance Unit.
- Ensures all expenses are authorized and approved in line with In Field Authorization Policy.
- Oversees the administration functions to ensure compliance with RTP and donor procurement procedures.

Job Responsibility #4: Team Management (10%)

- Ensures that the direct reports have a clear understanding of their roles, responsibilities, and accountabilities; supported by clear job descriptions to ensure quality performance.
- Facilitates the capacity building of direct reports to ensure they have the appropriate skill levels for their positions and are developing to their full capacity; provides the necessary feedback to them and completes their performance appraisals.

Job Responsibility #5: Other Tasks as Assigned (5% of Time)



MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

Bachelor's degree in business administration, finance, accounting, or any related discipline.

EXPERIENCE:

5 years of experience in a similar role working in an accounting, grants and developing budgets.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Attention to detail and ability to plan and implement work plan with minimum supervision.
- Good networking and interpersonal skills.
- Ability to work efficiently under tight deadlines and pressure.
- Excellent communication and reporting skills.
- Ability to prepare concise and informative financial reports.
- Professional verbal and written communication skills.
- Ability to work as part of a team with culturally diverse professional staff.
- Leadership skills.

KNOWLEDGE/SKILLS:

- Excellent MS Office including Outlook, Word, Excel, and PowerPoint.
- Familiarity with accounting software preferably Microsoft 365 or Navision.
- Superior bookkeeping skills.

LANGUAGES:

- Fluency in spoken and written English, French and Kirundi.

DESIRED QUALIFICATIONS (An Asset)

- Knowledge of good understanding and usage of an accounting software's.
- Previous experience working in I/NGO.
- Experience managing a direct report(s).

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package.

Target Start Date: 03rd January 2021

Contract Duration: One year (renewable upon satisfaction)



HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter. Please note that only English resume and cover letters will be considered.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately, and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at BurundiHR@righttoplay.com.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.