

Organisation pour l' Enseignement aux Programmes Belges

Send Application to gpobi@gpopartners.com , before Monday 10 February 2020
5PM Kigali Time

JOB DESCRIPTION OF THE DIRECTOR OF ADMINISTRATION AND FINANCE (DAF)

Report to Director of the School

- Monitor and direct the implementation of strategic business plans
- Develop financial and tax strategies settlement, assets management and value for money in procurement
- Coordinate the preparation and the implementation of the School's budgets
- Develop performance measures and key performance indicators that support the company's strategic direction
- Oversee the cash management and the insurance of financial information
- Report financial results to the Management monthly and quarterly to the board of Directors
- Participate in key decisions as a member of the top management team
- Oversee employee performance contracts with particular emphasis on maximizing a cost-effective benefits package
- Coordinate the activities of financial, Human resource and Administrative Functions
- Understand and mitigate key elements of the School's risk profile
- Monitor all open legal issues involving and/or affecting the School
- Construct and monitor reliable internal control systems, particularly in Finance, Accounting, Procurement, Logistics, HR and Administration
- Ensure that the School complies with all legal and regulatory requirements (RRA, RSSB, etc)
- Maintain relations with external auditors and investigate their findings and recommendations
- Maintain banking and partners relationships

KPIs:

- Leadership, Corporate Strategy and Change Management
- Administrative Coordination, Risk Management, Internal Controls monitoring and Finance Management

- Compliance in Reporting and other tax and laws matters

Profile:

- Master's degree in Accounting and Finance, from a recognized University / Preferable +ACCA or CPA qualifications
- More than 8 years of experience in a Finance and Accounting leadership role, including 5 Years of leadership in Administration role
- Experienced use of SAGE software
- Ability to handle large range of transactions in Finance, Accounting and Administration
- Good command of English and French languages both spoken and written.