

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	<i>Finance and Administration Officer - CEPF EAM RIT Project</i>
DEPARTMENT:	<i>Africa Partnership Secretariat</i>
DIVISION:	<i>Network and Capacity Development</i>
UNIT:	<i>Regional Implementation Teams</i>

1. OVERALL PURPOSE OF JOB

To support the Critical Ecosystem Partnership Fund (CEPF)'s Eastern Afromontane Hotspot Regional Implementation Team (EAM RIT) based in Kigali with:

- Financial management of the EAM programme / the Kigali office
- Administrative management of the EAM programme / the Kigali office

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<ul style="list-style-type: none"> • Functional lead: CEPF EAM RIT Project Manager • Administrative lead: CEPF EAM RIT Project Manager
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none"> • None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • Kigali, Rwanda: Regional Implementation Teams Coordinator / Head of Kigali Office, other RIT staff when recruited – management of office and CEPF programme • Kigali, Rwanda: CRAGs-2 project staff – support with financial management of project • Nairobi, Kenya: Head of Finance Unit, Head of Admin Unit, Finance Officer – financial management / admin management (Kigali F&A officer will be a member of both units)
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • BirdLife Partners with CEPF funding – financial support for projects as and where relevant
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none"> • CEPF grantees – communication with regards to grants / reports • Compliance agencies for the office, e.g. RRA, RSSB, MINIRENA, Immigrations, RGB etc. (including auditors) • Service providers in Rwanda – with relation to office rent, internet, phone, travel, etc.

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2. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife / other NGOs	1	General public	1	Policy makers	0
BirdLife advisory groups, committees, reg. councils	0	Press & media	0	Funding organisations	0
BirdLife Global Council	0	Regulators/ legislators/ auditors	2	Individual donors/ members	0
Suppliers/service providers	2	Scientific community	0	VIPs/ royalty/ high worth individuals	0
Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<ul style="list-style-type: none"> • Manage the office petty cash • Manage the assets register, and organize a filing system for the office • Prepare, document and file all payment forms and supporting documentation according to relevant procedures • Support all procurement processes following appropriate BirdLife/donor guidelines • Support travel arrangements of staff (flights, taxis, accommodation, advances, visas etc.) • Manage the contracts and timely payments of suppliers • Capture all financial transactions within the BirdLife Financial management systems and ensure effective filing of all relevant documentation • Prepare financial reports to donors • Support the payroll process • Ensure compliance with all obligatory payments such as taxes, medical insurance, social services, etc. in Rwanda • Assist in preparation of budgets and quarterly projections • Monitor and maintain office equipment • Support contracting and disbursement of small grants for the CEPF RIT Project • Support reviewing of CEPF-RIT grantees financial reports

4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	N/A

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5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Basic University degree in commerce or finance
Job Specific Education/Qualification	CPA level 3 or higher
Job Specific Knowledge	In-depth experience with Excel spreadsheets; Knowledge of compliance regulations for international NGO in Rwanda,
Experience	Essential: At least 3 years of experience in applying administrative and financial procedures through progressive work in finance, project management and administration.
Management & organisational skills	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines. Team worker willing to collaborate closely with RIT members and grantees. Ability to multitask and manage conflicting priorities.
Communications skills	Essential: Excellent written and oral communication skills
Analytical Skills	Essential: Ability to analyse complex problems, and generate creative and pragmatic solutions.
Creativity & Initiative	Essential: Flexibility and ability to work independently
Computer Literacy	Essential: Computer literacy in all standard Microsoft Office applications – including Excel
Languages	Essential: Oral and written fluency in English and French (Kinyarwanda and Kiswahili an asset)
Travel requirements	Willingness to travel within East Africa when required (e.g. for monitoring purposes)
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
Knowledge of grants management / working with NGOs	

Prepared by:	Date:
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