

## JOB VACANCY ANNOUNCEMENT

### Background of East African University Rwanda

The East African University Rwanda (EAUR) is one of the pioneers and most exciting private Universities in Rwanda higher education sector. With close to 2,000 students spread in the Campuses of Kigali-Remera and Nyagatare Headquarter, EAUR is an innovative, thriving and sustainable institution that offers innovative, unique and market-driven programs in **Film making and production; Leisure Tourism, and Hotel management, Mass Communication and Journalism, Industrial arts and Design, Education and Business administration and Business Studies**. East African University Rwanda is a major contributor to Socio-economic development of Rwanda.

Our core purpose is to add value to students, through applied research and innovation, and through engagement with the economy and society of our region and the wider world in the area of Tourism, industrial arts and fashion design, Education and Business Studies. This purpose informs our vision, our strategic goals and how we focus and deliver service to the clients.

Based across two campuses locations in Kigali and Nyagatare, our reach is both deep and wide. In addition, the University has active partnerships with other Universities and polytechnics across the region to facilitate access and progression to our programs.

Over recent years, the University has achieved significant rationalization of the curriculum, with a greater focus on embedding the applied nature of our expertise and improving the quality of the student experience both inside and outside of the classroom, whilst substantially maintaining student numbers over the 7 years of EAUR operations in Rwanda.

Alongside this, we have realigned our activities, staff and students on our two campuses locations whilst continuing to realize opportunities for strategic academic development in areas such as Hospitality and Leisure Tourism, Business studies, Journalism and Mass communication, Education and Industrial arts and Design. We continue to work in partnership with different businesses across the globe, within Rwanda and in our region – with much of our academic provision being professionally orientated and informed by this engagement.

Student success is also a key strategic goal, evidenced by our impressive entrepreneurship and employability track record, including our significant profile in graduate start-ups.

East African University Rwanda (EAUR) would like to recruit a Finance Director to oversee Finance and Accounts activities at EAUR.

## **JOB DESCRIPTION**

### **JOB TITLE: Director Finance**

#### **Director Finance Responsibilities and Duties**

Reporting to the DVC Finance and Administration, the Director of Finance is in-charge of all accounting and Finance activities. She /He is responsible for preparing financial and performance reports, assisting departments with annual budgets and reviews, internal control, tax management, assets management and financial forecasts and Analysis.

#### **Main responsibilities**

To coordinate all the activities of accounting and Finance

To establish an effective financial management systems and procedures aimed at improving financial reporting and accounting

To oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger and account maintenance and data entry, ensuring compliance with regulations

To oversee compliance with laws and regulations as well as internal policies and procedures in the discharge of daily operations of finance unit

Propose perceived internal controls deficiency to finance director for improvements;

Review and recommend changes in policies and procedures that will improve financial performance;

To Perform financial analysis and reporting to management as needed.

To coordinate external and internal audit activities;

To perform month-end accounting activities such as reconciliations and journal entries.

To coordinate with finance team to complete assigned accounting tasks within deadlines.

To Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.

To generate financial reports and statements to Managers for review.

To analyze financial discrepancies and recommend effective resolutions.

To monitor expenditures, analyze revenues and determine budget variances and report the same to management.

To respond to accounting inquiries from management in a timely fashion.

To provide guidance to other Accountants and Cashiers when needed.

To do budget preparation and expense management activities for assigned accounts.

To assist in auditing activities by providing necessary information and preparing requested documentations.

To Monitor and record financial transactions according to company policies and regulations.

To Review and recommend changes to existing accounting procedures.

To Co-ordinate the preparation of financial statements, financial reports, special analyses, and information reports;

To ensure that each accountant performs his/her duties as mentioned in respective job description

To ensure that all reports are submitted to DVC F&A on time

To ensure that accounting operations are up to dated and avoid all kind of backlogs in accounting activities.

To allocate the payments to be done by marking Quick books accounts (general & analytic) (Debit & credit) on the documents before sending them to DVC Finance and Administration for payment authorization, and submit them to the Chief accountant in charge for recording in QuickBooks system and payment.

To conduct a regular control of students in the classes to ensure they carry out their commitment to EAUR in terms of payments.

To ensure the management of fixed assets and annual inventory preparation

To Ensure that financial and administrative regulations are complied with in all processes

To Supervise the monitoring of cash flow and manages and monitors the project liquidity. To Helps monitor expenses of activities in accordance with the planned budget and helps to prepare budget planning.

To be in charge of fixed assets amortization

To conduct an analysis of accrual and suspense accounts (47, 48 & 49) and Monthly VAT and PAYE declaration and regular analysis of tax accounts (43)

To conduct a daily analysis of cash account

To Coordinate General ledger reconciliations process and manage ageing of Account receivable and Account payable

To prepare a daily physical cash control for Kigali Campus and Nyagatare

To prepare the orders for EAUR suppliers and Purchase orders

To Ensure a good management of uniforms (including hats and shoes), and stationary stock

To Ensures a regular physical check and verify accuracy and fairness of financial reports before they are submitted to management and stakeholders

To draw up the annual internal controlling schedule and reports

To ensure quality control over financial transactions and financial reporting

To review all transaction to ensure value for money for all transactions of the University and advise management accordingly

To ensure a daily analysis of other debtors using QUICKBOOKS AND MIS journals is done

To do a fast action to students' inquiries in good manner and good customer care to our partners.

To perform any other task as assigned by his supervisor.

To make follow up on the implementation of the external auditor recommendation;

To prepare regularly the financial statements.

### **Supervisory Responsibilities**

Directly supervises all employees in the Accounts Section through and ensure timely and accurate performance for the Finance Team

Participating in hiring for the accounts section, training, planning, assigning, and directing work and appraising performance, rewarding and disciplining employees; addressing complaints, and resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Use of Technology** - Demonstrate required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

## **Maximization of data accuracy**

**Have a strong mastery of accounting principles, concepts that maximize integrity of financial records and maintain strong internal controls;**

**Having experience in auditing is an added advantage;**

**Be capable of maintaining professional and technical knowledge by keeping current with financial manual, RRA regulations and requirements, procurement policy, and latest development in IFRS and other best practices;**

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills;

Keeps abreast of current developments; requires minimal **supervision**; displays understanding of how job relates to others; uses resources effectively.

**Problem Solving** - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations.

**Communications** – strong verbal and written communication skills, expresses ideas and thoughts clearly and concisely; exhibits good listening and comprehension; keeps others adequately informed.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Inclusion:** includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external).

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Cost Consciousness** - Works within approved budget; develops and implements cost saving measures;

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; upholds organizational values, and is ethical and principled.

**Goal Oriented** - Sets and achieves challenging goals; demonstrates perseverance and overcomes obstacles;

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Education and/or Experience:**

University degree in Accounting or Finance

Accounts Certification such as CPA or ACCA is an added value

A post graduate degree in a related field is considered an asset

5 -8 years of progressive experience in accounting.

**Computer Skills:** Knowledge of EAUR accounting software (Quick books); Sage software, Microsoft Office (including Outlook, Excel, word, etc.)

Interested candidates should submit their application files including the following documents at EAUR main campus (Nyagatare) or Kigali located at Kisimenti – Remera , near Airtel, on the Road leading to BK Arena.

A detailed curriculum vitae documenting with experience and achievements, and three referees, Notified degrees obtained.

Only shortlisted candidates will be contacted for the written test and Interview.

The University offers a remuneration package and excellent career prospects in a positive working environment. Candidates who are interested should submit their application letter in English to HR &AO of EAUR and copy to the Vice Chancellor on the following email addresses: [hr@eur.ac.rw](mailto:hr@eur.ac.rw) and copy to [vc@eur.ac.rw](mailto:vc@eur.ac.rw), Not later than 19<sup>th</sup> January 2023@11h59 am”

Prof. KABERA Callixte, PhD.

Vice Chancellor, EAUR