



Youth Engagement in Agriculture Network (YEAN)

Phone: +250 788 845 727

Email: info@yearwanda.org

Website: www.yearwanda.org

Kigali, 10th May, 2022

CALL FOR APPLICATION

Job Position: Finance manager of YEAN Rwanda

Location: YEAN Office at Kabuga, Kigali.

Deadline: May 22, 2020

Purpose of job

The Finance Manager oversees and mentors the Finance team that supports the various projects at YEAN. The Finance Manager works closely with the Executive secretary to deliver coordinated, coherent, and compliant financial management for the YEAN programs. The position also interacts frequently with auditors, providing information and justification for financial management in the company. She/he also works closely with YEAN program staff to oversee, monitor, and build their capacity for financial management.

Background

YEAN is a Youth-Led Agriculture enterprise created in 2014 to foster and facilitate the youth innovation and engagement in agriculture through provision of extension and advisory services to agriculture value chain actors, individual farmers, farmers' organizations and contracts to design and implement innovative youth led programs in agriculture.

YEAN works to ensure youth engagement in agriculture through capacity building and innovation, optimize information availability, quality agriculture input access, efficient crop and animal production technologies deployment towards contributing to the SDG Goal 2: Ending hunger, achieving food security, improving nutrition and promoting sustainable agriculture. YEAN contributes to the Comprehensive African Agricultural Development Programme (CAADP) in its priority area no 4. of Improving agriculture research, technology dissemination and adoption through countries agriculture development strategies.

YEAN strategic vision 2025 is to become a Youth-led private extension service provider that significantly contributes to technological upgrading and capacitates the farmers and rural value chain actors to make informed decisions to profitability engage in farm and off-farm activities. In the next 5 years, the main success trait will be that YEAN as a Youth-Led private Extension service provider has "Enabled 150,000 Farmers to access private extension and advisory services."

Job Role:

The finance manager will play a vital role in YEAN Rwanda. Under the guidance of the Executive Secretary, The Finance Manager will oversee the day-to-day financial management functions,

in compliance with YEAN's policies, standards, and procedures, internationally accepted financial reporting, accounting standards, and government rules and regulations.

Duties:

As a crucial member of the organization, a Finance Manager job description include, but not be limited to:

- Implement and supervise transactional procedures and systems to ensure transparent accounting practices and full traceability (invoices, receipts, statements, etc.)
- Implement circuits and workflows, such as management of cash boxes, transfers, advances, purchasing procedures, payment approvals, follow-up of payments, bank reconciliations, etc.
- Lead and assist finance and accounting staff to develop and implement finance reports (budgeting and forecasting) within the framework of YEAN financial reporting systems, in liaison with Program staff.
- Collecting, interpreting, and reviewing financial information.
- Predicting future financial trends.
- Reporting to management and stakeholders, and providing advice on how the company and future business decisions might be impacted.
- Producing financial reports related to budgets, account payables, account receivables, expenses, etc.
- Developing long-term business plans based on these reports.
- Ensure that YEAN staff are aware of and comply with organization finance procedures.
- Lead the YEAN budgeting of activities/ projects and investment
- Developing relationships with external contacts such as auditors, solicitors, and Revenue & Customs.
- Reviewing, monitoring, and managing budgets.
- Developing strategies that work to minimize financial risks.
- Analysing market trends.
- Support and contribute to the Continuous Professional Development of YEAN team and its network.
- Declare taxes when due.
- Perform any other tasks requested by the employer.

The Finance manager will receive hands-on experience in the day-to-day operations of YEAN and will have opportunities for continued professional growth and involvement contingent on ability and performance.

Minimum requirements and qualifications:

- Bachelor's degree in finance or a related field, such as economics, accounting, or business from a recognized university.
- Facilitation and creation of a conducive environment for others to be effective.
- Experience in Finance management.
- Must be dedicated to YEAN's cause and be flexible and work creatively according to the organization's needs and timeframe.
- Fluent user of QuickBooks and other accounting software.
- Must have excellent organizational and time management skills, be trustworthy, self-motivated, and work well in a small team.
- Ability to work unsupervised and independently.
- Attention to detail.

- Proficiency in writing and speaking English and Kinyarwanda

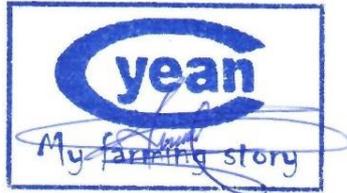
How to apply

To apply fill this form: <https://forms.gle/NQb1fXHicr9dWSyq?>

Note:

- YEAN will not accept application hand-delivered to its offices or sent via email.
- Applicants must apply online at the link provided above only.

Nshimiyimana Arcade
Executive Secretary



-END-