

Institution	Rwanda Green Fund (FONERWA).
Job Title:	Chief Finance Officer
Administrative Unit:	Office of the Chief Finance Officer
Job Level and Grade:	F
IV:	500
Index:	2869
Report to:	Chief Executive Officer
Responsible for:	Projects Fund Management Analyst, Projects & Programs Procurement Specialist, Project M&E and Analyst, Corporate Financial Management Specialist
Functions	Tasks
Strategy Development & Execution	<ul style="list-style-type: none"> ▪ Contribute to overall strategy development with a focus on reporting and analytics. ▪ Assisting with high-level decisions about policy and strategy. ▪ Oversee the development of both long term and annual resourcing (people and financing) projections in consultation with the CEO and Senior Management, presenting to and gaining agreement of the Board and alignment with funder expectations. ▪ Executing the Fund’s financial strategy. ▪ Establish strong organizational systems, processes and frameworks that enhance organizational effectiveness and efficiency as well as support tactical execution of the strategy. ▪ Provide advisory services and act as a sounding board for Management for guidance and support in program and administrative implementation. ▪ Accountable for the direct management of core enabling functions such as Finance, M&E, Procurement and Logistics, and indirectly through vendor agreements.
Establishing Systems and Processes	<ul style="list-style-type: none"> ▪ Ensure the Fund, Board and Board sub-committee meetings are properly supported with appropriate and timely information and reports. ▪ Facilitate the work of Board committees assisting the committee chair with agenda setting, leading the report preparation and implementation of committee recommendations. ▪ Working in collaboration with the Board and respective committees, oversee the management of risk across all of the Fund’s activities. ▪ Assist the CEO in fulfilling their governance responsibilities. ▪ Ensure the development and implementation of policies, systems, procedures and tools that will assure quality delivery and effective impact in areas of responsibility. ▪ Drive enforcement and adherence to policies and systems. ▪ Ensure the roll-out of new or improved systems/tools (e.g. through communication, training & delegation to staff). ▪ Oversee the management of risk across the Fund’s activities. Ensuring development of a comprehensive understanding of the Fund’s risks and mitigation strategies. ▪ Support relevant outsourced legal and compliance firms in complex and high-risk contract negotiations. ▪ Safeguard the Fund’s Financial resources by giving due consideration before signing approvals while ensuring value for money and performance by engaged service providers. ▪ Monitor compliance of grantees with contract terms and ensure

	<p>financial obligations are settled promptly and are consistent with the contract terms.</p> <ul style="list-style-type: none"> ▪ Oversee all procurement and contracting procedures including the development of requests for expressions of interest or proposals, evaluation and issue of contracts, purchase orders and where applicable, partnership agreements. ▪ Oversee and ensure that all administrative activities are conducted in conformance with policy and best practices.
Financial management & fundraising	<ul style="list-style-type: none"> ▪ Oversee the annual budgeting process and ensure compliance with the budget. ▪ Conduct rigorous financial analysis to inform strategy, forecasting and support programmatic decision making. ▪ Oversee and participate in Financial due diligence related to fund management. ▪ Oversee and guide The Funds disbursement process in accordance with the Government of Rwanda financial management procedures and funders disbursement guidelines. ▪ Ensure the sound use and management of organizational finances, following generally accepted accounting principles (GAAP), International Financial Reporting Standards (IFRS), and the laws of Rwanda. ▪ Provide expert financial advice to the Fund’s Board, management, staff, and stakeholders. ▪ Liaise closely with the ICT and other departmental Managers to develop, and ensure the implementation of a forward-looking technology strategy for the organization identifying opportunities for ICT to enhance effectiveness and impact. ▪ Lead the organization in the effective and efficient management of resources, seeking to maximize the impact of the Fund’s deployment of resources. ▪ Monitor compliance by the Fund with the terms and conditions of MoUs/funding contracts, including with the implementing partners. ▪ Oversee regular reporting (monthly, quarterly, annual) to the Board and funders and undertake reviews. ▪ Facilitate the work of and engagement with external and internal auditors. ▪ Ensure that the Fund’s financial management complies with national and international financial regulations and that financial record keeping will support effective auditing and timely reporting to both the Funders and the Board. ▪ Support the CEO in taking ownership of all financial reporting to stakeholders. ▪ Oversee the implementation of and reporting on the value for money under the result-based framework.
Projects funding and monitoring and evaluation	<ul style="list-style-type: none"> ▪ Lead the review and continuous development of the project pipeline to ensure utilization of funds and achievement of output, outcome, and impact targets. Ensure a potentially high impact portfolio of interventions are submitted and approved. ▪ Coordinate the roll-out of projects so that results are achieved, risks are managed and that quality projects are delivered. Ensuring that

	<p>learning from projects is fully utilized to maximize impact and innovation.</p> <ul style="list-style-type: none"> ▪ Clarify the ways in which achievement of the Fund’s objectives depends upon influencing the mindset or behavior of others, (e.g. Implementing Partners, policymakers, end-users & other stakeholders). Lead the development, implementation, and results-measurement of an innovative documentation of projects. ▪ Oversee and coordinate the entire program of reviews and visits that will enable the Fund to adaptively manage the performance of projects and achieve targeted outcomes and impact.
<p>People Management</p>	<ul style="list-style-type: none"> ▪ Support the CEO and build a motivated team that is capable of delivering on the Fund’s vision and strategy. ▪ Implement effective remuneration, reward and benefits that motivate staff (subject to necessary approvals). ▪ Support the development and implementation of an employee performance management system that supports the achievement of the Fund’s goals and objectives and recognizes employees. ▪ Lead the team in a manner that empowers them to deliver excellent support services and maximizes value for money on investment from the Fund’s resources. ▪ Manage office culture and employee engagement. ▪ Provide effective direct leadership to reports through coaching, mentoring and management of performance. ▪ Accountable for the mitigation of all people related risks through appropriate risk management strategies
<p>Job Specifications/Profile</p>	
<p>Relevant Qualifications</p>	
<p>Master’s degree in Finance, Accounting or Business Administration with a professional qualification like ACCA or CPA.</p>	
<p>Required Experience</p>	
<p>Must have at least 7-10 years of relevant experience at a managerial level as a Chief Financing Officer, Director General of Corporate Services, Director of Finance or Chief Internal Controller/Chief Internal Auditor of a large and reputable organization, with sound knowledge of human resource management instruments, laws and procedures. Extensive knowledge of Rwandan financial management software like IFMIS.</p>	
<p>Required Competencies</p>	
<ul style="list-style-type: none"> ▪ Progressively responsible financial management experience in a fast-growing organization. ▪ Experience in resource mobilization from development partners. ▪ Experience in selecting providers and negotiating contracts, procurement. ▪ Proven experience with an excellent track record in leading, managing, and inspiring teams of dynamic professionals. ▪ Outstanding leadership, interpersonal, organizational, as well as communication skills. ▪ Confident, dynamic, thorough, pragmatic, and visionary approach. ▪ Ability to achieve consistent and sound organizational development. ▪ Ability to anticipate trends, capitalize on new opportunities as they arise, think strategically, and communicate effectively. ▪ The role requires analytical rigor, strategic thinking, and the ability to synthesize data and produce clear deliverables. ▪ Detail, action, and results oriented. ▪ Fluency in English (written and spoken). 	