

Finance Officer

Location: Kigali, Rwanda

Reports to: Head, Finance & Administration

About the Rwanda Centre for the Fourth Industrial Revolution

The Rwanda Centre for the Fourth Industrial Revolution is seeking a Finance Officer responsible for managing the financial operations of the organization, ensuring effective budgeting, accurate financial reporting, and compliance with financial and procurement policies and regulations. The role requires strong analytical skills, attention to detail, and the ability to oversee financial transactions to support the organization's overall goals.

Below is a breakdown of the responsible and deliverables:

Financial Management & Reporting

1. Prepare and monitor budgets, financial forecasts, and cash flow projections.
2. Maintain accurate financial records, ensuring timely and accurate bookkeeping, including accounts payable, accounts receivable, and payroll.
3. Prepare financial statements, reports, and reconciliations to support decision-making.
4. Conduct monthly and annual financial closing procedures and report findings to the Head, Finance & Administration.
5. Manage payments to suppliers, vendors, and service providers in line with procurement procedures.
6. Track and report on funding sources, including grants, donations, and other revenue streams.
7. Support the Head, Finance & Administration in financial planning and cost-saving initiatives.
8. Ensure proper financial documentation and submit necessary reports to the Head, Finance & Administration for review.

Budgeting & Compliance & Risk Management

9. Develop and implement financial policies, ensuring compliance with internal and external financial regulations.
10. Monitor expenditures and ensure they align with approved budgets.
11. Assist in audits and ensure proper documentation of financial transactions.

12. Identify financial risks and propose strategies to mitigate them.
13. Ensure tax compliance and other statutory financial obligations.
14. Provide regular financial updates and risk assessments to the Head, Finance & Administration.

Grant & Fund Management

15. Manage grant funds, ensuring proper allocation, tracking, and reporting to donors and stakeholders.
16. Prepare grant budgets and financial reports in compliance with funding agreements.
17. Ensure grant expenditures align with approved budgets and donor guidelines.
18. Work with program teams to monitor financial performance of grants and suggest corrective actions when necessary.
19. Assist in grant applications by providing financial data and projections.
20. Submit all grant financial reports and updates to the Head, Finance & Administration

Key Qualifications & Experience:

- Bachelor’s degree in Finance, Accounting, Business Administration, or a related field.
- Professional certification (CPA, ACCA, or equivalent).
- Minimum of 5 years of experience in financial management
- Experience in grant management, donor reporting, and compliance is highly desirable.
- Proficiency in accounting software
- Strong analytical, problem-solving, and communication skills.
- High level of integrity and attention to detail.

To apply, please submit your CV and a cover letter to info@c4ir.rw with the subject line **“C4IR Rwanda: Finance Officer.”** Please use your cover letter to highlight relevant experience and explain what makes you uniquely qualified for this role. **Applications must be submitted by 30th March 2026.**



Responsible impact

We take initiative aligned with institutional and personal goals

We solve problems with practicality, efficiency, and rigor

We create opportunities that broaden and maximize impact for our stakeholders



Technical excellence

We think and act innovatively

We contribute expertise valued by others



Principled collaboration

We believe in empathy and empowerment of self, colleagues and external stakeholders

We establish trust-based relationships and collaborate effectively with internal and external stakeholders



Effective communication

We engage and communicate effectively with all audiences