



Albertine Rift Conservation Society/Société de Conservation du Rift Albertin

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Finance and Administration Officer (Intern)

Date:	2 January 2018
Title:	Finance and Administration Officer (Intern)
Location:	ARCOS Office, Kigali
Report to:	Finance and Administration Manager
Reporting to Post holder:	N/A
Duration:	Six months depending on performance and funding (1 month probation)

1. Introduction

The Albertine Rift is a biogeographic region of the western African Rift Valley, covering the area in six countries: Eastern D.R. Congo, Western Uganda, Rwanda, Burundi, Western Tanzania to Northern Zambia. The Albertine Rift Conservation Society (ARCOS) or Société de Conservation du Rift Albertin (SCORA) in French was founded in 1995 with the mission “to enhance biodiversity conservation and the sustainable use of natural resources through the promotion of collaborative conservation action for nature and people”. ARCOS is the only conservation organisation established with a unique focus on biodiversity conservation at the regional level in the Albertine Rift. Its overall goal is to enhance conservation of critical ecosystems and biodiversity values in the Albertine Rift region and generate collaborative actions between the various conservation partners in the Albertine Rift. ARCOS is a registered charity and company limited by guarantee in the UK and as International NGO in Rwanda and Uganda. An international Board of Trustees comprising members from the Albertine Rift and other international professionals is responsible for overall management of ARCOS. The function of finance and administration is central to the organisation operations and accountability.

2. Overall Responsibility of ARCOS Finance and Administration Officer (Intern)

The overall responsibility of the Finance and Administration Officer (intern) is to assist in the implementation of financial and administrative services to ARCOS activities in the region and primarily in Rwanda.

3. Main Duties

The ARCOS Finance and Administration Officer (intern) will focus particularly on the following:

3.1. Financial Management

- Provide support to project managers to fulfil requirements in grant’s finance management;
- Liaise with the Finance & Administration Manager to respond to queries on matters of finance from ARCOS Management, Donors, and staff;

- Assist in processing all disbursements and ensuring that payments are made only against adequate supporting documents and according to sound accounting principles. This includes reviewing disbursement requests and writing cheques;
- Ensuring that all entries relating to disbursements, receipts or adjustments are posted into the relevant ledgers in the cashbook printed and checked against source documents;
- Assist in checking and coding suppliers' invoices, preparing vouchers by ensuring that payments are made only against adequate supporting documentation and writing cheques for the same. This is done within one week of receiving the invoices;
- Ensure the filing of all the finance related documents and maintain the filing system in an orderly manner; and
- Carry out any other financial management tasks as shall be assigned from time to time

3.2. Administration and Human Resources

- Manages day to day office operations, including, the management of office supplies and services, and oversees its efficient operation;
- Responsible for ARCOS assets register and maintenance and prompt insurance renewals;
- Manage the procurement of office consumables.
- Maintaining in good condition office premises, furniture and equipment, ensuring that they are cleaned, renovated and repaired where necessary;
- Participate in budget development, implementation, review and updating of field requests, followed-up by proper accountabilities to be posted timely for project reporting requirements i.e. monthly/ annual reports;
- Assist in preparations for any meetings in terms of venue, meals and reimbursements of participant costs;
- Assist the Finance and Administration Manager in the implementation of ARCOS Human Resources procedures; and
- Carry out any other errands as shall be assigned from time to time.

4. Special Requirements

- A University degree in Business Administration/Accounting/Finance or related field;
- Computer skills (familiar with various computer software packages such as MS Word and MS Excel and Accounting software; Database and Intranet tools);
- Proven experience in finance, administration or related fields would be an advantage;
- Committed to NGO development, non-profit work and sound management of allocated budget;
- Ability to work in a multi-cultural and multi-disciplinary team;
- The ability to work and deliver on tight deadlines;
- A proven ability to produce high quality reports;
- Good communication and interpersonal skills;
- Fluency of English language (French would be an added advantage).