



**Stichting BRAC International is Hiring!** Join BRAC International to create opportunities for people to realise their potential.

**Position:** Head of Finance

**Report to:** Country Director

**Job Location:** Kigali, Rwanda Country Office

### **About the Role:**

The Head of Finance is responsible for providing strategic and operational leadership for all financial management functions at the Country Office, ensuring strong financial governance, robust internal controls, and full compliance with organizational, donor, and statutory requirements. As a key member of the senior management team, the role supports informed decision-making through high-quality financial planning, analysis, and reporting, while safeguarding organizational assets and promoting efficient resource utilization. The Head of Finance also leads the development of a high-performing finance function by strengthening systems, processes, and team capacity across central and field operations, while embedding a culture of accountability, integrity, and adherence to standards.

### **Key Responsibilities:**

#### **Financial Management & Operations**

- Lead and oversee all finance and accounting functions across the country office, ensuring efficient and compliant financial operations
- Manage core financial processes including payroll, accounts payable, accounts receivable, treasury, and cash flow management
- Establish and maintain robust internal control systems to safeguard assets, prevent fraud, and ensure adherence to organizational policies and procedures
- Ensure effective financial governance across field offices and decentralized operations

#### **Financial Reporting & Month-End-Close**

- Lead the month-end and year-end closing processes, ensuring completeness, accuracy, and timeliness of financial data
- Review and validate financial statements, ensuring compliance with applicable accounting standards (e.g., IFRS/IAS)
- Ensure timely submission of financial reports to Head Office and other stakeholders
- Continuously improve reporting processes to enhance efficiency, transparency, and data quality

#### **Project & Donor Financial Management**

- Oversee project-wise financial accounting, ensuring accurate recording, tracking, and reporting of all project transactions

- Ensure proper cost allocation and cost recovery in line with donor agreements and organizational policies
- Monitor project financial performance, identifying risks and recommending corrective actions
- Lead the preparation and submission of high-quality, timely donor financial reports in compliance with donor requirements
- Strengthening coordination between finance and programme teams to ensure alignment between financial and programmatic deliverables

### **Budgeting & Financial Planning**

- Lead the development of annual budgets, forecasts, and financial plans in collaboration with program and operational teams
- Provide financial modeling and scenario analysis to support strategic planning and decision-making
- Conduct regular budget monitoring and variance analysis, providing actionable insights and recommendations
- Support long-term financial sustainability through effective planning and resource optimization

### **Reconciliation & Controls**

- Oversee timely and accurate reconciliation of bank accounts, intercompany balances, and balance sheet accounts
- Ensure proper recording of accruals, prepayments, and other adjustments to reflect the true financial position
- Identify control gaps and implement corrective measures to strengthen financial systems and processes
- Ensure compliance with internal control frameworks across all financial activities

### **Audit & Compliance**

- Act as the primary liaison for internal and external audits, ensuring smooth coordination and timely completion
- Ensure readiness for audits through proper documentation, reconciliations, and compliance checks
- Review audit findings and lead the implementation of corrective actions and recommendations
- Ensure compliance with donor regulations, organizational policies, and statutory requirements

### **Regulatory & Tax Management**

- Ensure timely and accurate filing of all statutory and tax obligations in compliance with local regulations
- Maintain strong relationships with tax authorities and regulatory bodies
- Monitor changes in tax laws and regulations, assessing their impact on operations and ensuring timely implementation

### **Strategic Support & Business Partnering**

- Provide strategic financial insights and analysis to the Country Director and senior management team
- Support evidence-based decision-making through financial analysis, forecasting, and risk assessment

- Partner with program and operational teams to promote financial discipline and optimize resource utilization
- Contribute to the development and execution of the country's financial strategy

### **Leadership & Team Management**

- Lead, mentor, and develop the finance team, fostering a culture of accountability, collaboration, and continuous improvement
- Set clear performance objectives and conduct regular performance reviews
- Identify capacity gaps and implement targeted training and development initiatives
- Ensure effective coordination and support across country and field finance teams

### **Safeguarding Responsibilities:**

- Uphold and promote BRAC's safeguarding principles, ensuring that all staff, participants, and community members are protected from abuse, exploitation, harassment, and neglect.
- Integrate safeguarding considerations into financial and operational processes, ensuring risks are identified and mitigated.
- Promote awareness of safeguarding policies and reporting mechanisms among staff, fostering a culture of accountability and zero tolerance for misconduct.
- Ensure timely and appropriate reporting of any safeguarding concerns in line with established procedures, maintaining confidentiality and professionalism.

### **Major Challenges:**

- Managing competing priorities and tight reporting timelines
- Balancing diverse stakeholder expectations
- Ensuring high-quality finance capacity across teams
- Maintaining compliance with complex donors and regulatory requirements.

### **Key Performance Indicators (KPIs):**

- Timely and accurate financial reporting and month-end closure
- Clean audit outcomes with minimal findings
- Effective budget management and cost recovery
- Strong internal controls and minimized financial risk
- Timely donor reporting and compliance
- Effective team leadership and capacity development
- Improved cash management and reduced financial discrepancies.

### **Academic Qualifications:**

- Bachelor's or Master's degree in Accounting, Finance or a related field.
- Recognized professional accounting qualification such as CPA, CA, ACCA.

### **Required Skills, Competencies & Knowledge:**

- Strong knowledge of IFRS/IAS, auditing standards, tax, and regulatory frameworks
- Expertise in financial management, controls, and risk mitigation
- Strong analytical, communication, and stakeholder management skills
- High integrity and commitment to professional standards
- Ability to work under pressure in a dynamic environment
- Proficiency in financial systems and tools
- Fluency in English.

#### **Experience Requirements:**

- 10-15 years of progressive finance leadership experience, preferably in an international NGO
- Demonstrated ability to develop and implement strategic financial plans, budgets, and forecasts.
- In-depth knowledge of financial management principles, including accounting standards, and risk management.
- Proven experience in managing grants, ensuring compliance with donor regulations, and maximizing grant utilization.
- Proven ability to lead and mentor high-performing finance teams, fostering a positive and collaborative work environment.
- Strong interpersonal and communication skills to effectively engage with diverse stakeholders, including donors, partners, and internal teams.
- Experience in implementing and improving financial systems and processes, including ERP systems.

**Employment type:** Regular/Fixed-Term

**Salary:** Competitive

#### **About BRAC International:**

BRAC International (BI), a leading non-profit organization, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realize their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 16 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit ([www.bracinternational.org](http://www.bracinternational.org))

#### **Our Core Values:**

**Integrity:** We approach our work with honesty and integrity.

**Innovation:** We innovate and iterate to improve our impact.

**Inclusiveness:** We foster inclusion to reach those who need it most.

**Effectiveness:** We strive for effectiveness to better serve people in poverty.

**If you feel you are the right match for the above-mentioned position, please follow the application process to grab your dream opportunity!**

Qualified and interested candidates are recommended to submit their applications to:

**External candidates** follow the direct apply link

<https://career44.sapsf.com/sfcareer/jobreqcareer?jobId=1659&company=brac>

**Internal candidates** are recommended to apply with their latest Resume including all job assignments in detail and a cover letter mentioning core competence and career aspiration with BRAC PIN and email to [internal.bi@brac.net](mailto:internal.bi@brac.net) copying their immediate reporting manager.

**Please mention the name of the position and AD# BI 15/26 in the subject bar.**

**Application deadline: 14 May 2026**

*BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records in order to ensure safeguarding to the fullest extent.*

**“BRAC International is an equal opportunities employer”**