



BUSINESS RESEARCH CENTRE (BRC) CBC

PRIVATE SECTOR FEDERATION (PSF) – RWANDA

TERMS OF REFERENCE AND JOB DESCRIPTION

Position Title	Finance, Budget and Accounting Specialist
Institution	Business Research Centre (BRC) CBC
Parent Organization	Private Sector Federation (PSF) Rwanda
Department/Unit	Administration & Finance
Reports to	Head of Administration & Finance
Duty Station	Kigali, Rwanda
Employment Type	Full-time
Date of Issue	24 September 2026
Application Deadline	02 October 2026

1. Background

The **Business Research Centre (BRC) CBC**, established by the Private Sector Federation (PSF) Rwanda, is a specialized applied research and strategic analysis institution that generates credible evidence, business intelligence, market insights, and policy analysis to support private-sector competitiveness and informed decision-making. Under its 2026-2030 Strategic Plan, BRC aims to become a leading centre of excellence for business research and policy insight in Rwanda and the region.

As part of its institutional strengthening agenda, BRC seeks to strengthen its financial management, procurement, reporting, accountability, and internal control systems to support efficient implementation of its programmes and projects. Accordingly, BRC seeks to recruit a qualified **Finance, Budget and Accounting Specialist**, reporting to the Head of Administration & Finance.

2. Purpose of the Position

The **Finance, Budget & Accounting Specialist** will support the effective management of BRC's financial resources through sound **financial planning, budgeting, accounting, reporting, analysis, internal controls, and compliance**. The Specialist will ensure that BRC's financial resources are properly planned,

utilized, recorded, monitored, and reported in accordance with approved budgets, BRC/PSF policies and procedures, applicable standards, and requirements of funding partners.

3. Duties and Responsibilities

The Finance, Budget and Accounting Specialist will:

- Coordinate the preparation, consolidation, monitoring, and periodic review of BRC's annual, project, and programme budgets.
- Prepare financial forecasts, cash-flow projections, budget-versus-actual analyses, and advise management on budget performance and financial requirements.
- Ensure accurate and timely recording of financial transactions and maintenance of complete accounting records.
- Prepare monthly, quarterly, annual, project, and donor financial reports and provide financial analysis to support management decision-making.
- Review payment requests and supporting documents to ensure accuracy, budget availability, proper authorization, and compliance with established procedures.
- Ensure timely bank, cash, receivable, payable, advance, and other account reconciliations.
- Strengthen and monitor financial internal controls, compliance, risk-management procedures, and accountability mechanisms.
- Support internal and external audits, prepare required financial schedules and documentation, and follow up on implementation of audit recommendations.
- Monitor the financial performance of BRC projects and ensure compliance with funding agreements and donor financial-reporting requirements.
- Work with the Procurement Officer to ensure that procurement plans and commitments are aligned with approved budgets and available resources.
- Support the implementation and improvement of accounting, budgeting, financial-management, and digital reporting systems.
- Provide technical guidance to the **Finance & Accounting Officer** and support other BRC departments/units on budgeting and financial-management matters.
- Contribute financial information to annual work plans, management reports, project proposals, resource-mobilization initiatives, and Strategic Plan implementation reports.
- Perform any other related duties assigned by the **Head of Administration & Finance**.

4. Key Deliverables/Expected Results

The Specialist will be expected to contribute to:

- Timely preparation and effective implementation of BRC annual and project budgets;
- Accurate, complete and up-to-date accounting records;
- Timely monthly, quarterly and annual financial statements and management reports;
- Regular budget-versus-actual and cash-flow analyses;
- Effective financial controls and improved compliance with BRC/PSF and funding-partner requirements;
- Timely and accurate project/donor financial reporting;
- Effective preparation and coordination of annual financial audits;
- Timely implementation and tracking of audit recommendations;

- Improved financial-management systems, procedures and digital tools;
- Reliable financial information for management and Board decision-making; and
- Effective financial monitoring of the BRC Strategic Plan and annual work plans.

5. Required Qualifications and Experience

The candidate should meet the following minimum requirements:

- Education: **A Bachelor's degree in Accounting, Finance, Business Administration with specialization in Accounting/Finance**, or a closely related field from a recognized institution. **A Master's degree in Accounting, Finance, Business Administration** or a related field would be an added advantage.
- Professional qualification: Possession of, or demonstrated progress toward, a recognized professional accounting qualification such as CPA, ACCA or equivalent would be a strong advantage.
- Experience: **At least five (5) years** of relevant professional experience in accounting, budgeting and financial management, preferably within a research institution, private-sector organization, development programme, NGO, project-based organization or similar institution. Experience managing donor-funded or externally funded projects would be an added advantage.

6. Required Technical Competencies

The successful candidate should demonstrate strong knowledge and practical skills in financial planning and budgeting; accounting and financial reporting; financial analysis and forecasting; internal controls and risk management; project/donor financial management; audit preparation and follow-up; cash-flow and treasury management; and applicable accounting and financial-management standards.

The candidate should also demonstrate proficiency in accounting software (i.e.; SAGE) and Microsoft Office applications, particularly Microsoft Excel, and the ability to use digital financial-management and reporting systems.

7. Reporting and Working Relationships

The Finance, Budget & Accounting Specialist will report directly to the Head of Administration & Finance and will work closely with the Finance & Accounting Officer, Procurement Officer, HR Officer, Resource Mobilization & Partnership Team, Research & Data Department, Executive Director's Office, Internal Auditor, and other relevant BRC/PSF structures.

8. Performance Assessment

Performance will be assessed against agreed annual individual performance targets and the BRC work plan, including the quality and timeliness of budgets and financial reports; accuracy and completeness of financial records; level of budget execution and control; compliance with financial policies and procedures; timeliness of reconciliations; audit outcomes and implementation of recommendations; effectiveness of project/donor financial reporting; and contribution to strengthening BRC's financial-management systems.

9. Way of Submission

Interested and qualified candidates should submit the following documents:

1. A signed **application/cover letter** addressed to the **Executive Director, Business Research Centre (BRC) CBC**;
2. An updated and detailed **Curriculum Vitae (CV)**;
3. Copies of relevant **academic degrees and professional certificates**; and
4. Contact details of at least **three professional referees**.

Applications should be submitted **electronically in one PDF file** to the email address: BRC@psf.org.rw and humanresources@psf.org.rw in copy; with the subject line: **Finance, Budget, & Accounting Specialist BRC**

Applications must be received **no later than 02 October 2026 at 5pm**. Only shortlisted candidates will be contacted for the next stage of the recruitment process.

Done at Kigali on 24 September 2026



Florent Uwacu

Executive Director, BRC CBC.