



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

We're transforming Africa through innovative scientific training, technical advances and breakthrough discoveries!

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for postgraduate training in mathematical sciences, research and public engagement in STEM. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. The first AIMS centre opened in Cape Town, South Africa in 2003; since 2011, AIMS has opened additional centres in Senegal, Ghana, Cameroon and Rwanda.

Each AIMS Centre provides expertly tailored academic and non-academic programs, training around 50 African students each year and preparing them for leadership in the domains of academia, government and industry. The AIMS academic program relies on top international lecturers who teach in a 24-hour learning environment.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity as the...

Program Finance and Field Officer, TTP Rwanda!

The Teacher Training Programme (TTP) Rwanda is a five year blended (face-to-face and online) training Programme seeking to enhance the capacity of secondary school teachers (in-service and pre-service) in the teaching of mathematics, biology, chemistry and physics with the use of information technologies as a key component in teaching and learning. In partnership with the Government of Rwanda, the Rwanda Education Board (REB), the National Examination and Schools Inspection Authority (NESAI), and the University of Rwanda College of Education (UR-CE), the Programme will equip teachers with skills, tools and resources to implement the competency based curriculum (CBC) using transformative teacher centric professional development approach.

The Program Finance and Field Officer will undertake all payments in the field involving TTP Rwanda stakeholders, maintain up-to-date books related to all payments made in the field and ensure smooth financial transactions in the field related to the TTP Rwanda. As the Ideal candidate, you will ensure field financial activities are well documented in accordance with AIMS documents naming policy, create and support the maintenance of information on warranties, leases, and software contracts and licenses and support the Inputting of all AIMS TTP financial data into the AIMS-NEI accounting system.

As the Program Finance and Field Officer, you will manage all aspects of accounting and financial requirements of TTP Rwanda ensuring compliance with AIMS-NEI organizational financial policies as well as statutory financial requirements including and not limited to (cash flow management, budgeting and financial forecasting, annual accounting and financial statements), you will work collaboratively with all program partners to ensure compliance with AIMS financial policies and procurement procedures. Ensure appropriate quality control mechanisms are in place to preserve and safeguard the integrity of



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financial data via good record keeping protocol and oversee the execution of general accounting and financial transactions to ensure faster and efficient auditing.

Additionally, you will in prepare monthly and annual financial reports, including budget reports to the Director of TTP and do report on asset inventory and management including the depreciation of key capital items.

This is a full-time opportunity based in Kigali with extensive travel within Rwanda.

Do you have what we need?

- A university degree in accounting or finance is required, a Master's degree is an asset;
- At least 3 – 5 years of relevant work experience;
- Accreditation with a recognized accounting body is an asset;
- Experience with an accounting software such as Sage 300 ERP (formerly Sage ERP ACCPAC) etc.;
- Ability to train others in financial operations required;
- Strong proficiency in Microsoft Office with particular strength in the use of Excel spreadsheet;
- Experience in the use of cloud computing including common applications among them Gmail, Skype, SharePoint, etc.;
- Knowledge and experience of regulatory requirements for institutional funders;
- Working knowledge of international donor procedures and security management;
- Experience working in an NGO is an added advantage;
- Exceptional interpersonal skills with an ability to build and manage a variety of internal and external relationships, including dealings with donors;
- Self-directed with excellent organizational skills, attention to details and an ability to meet deadlines;
- Articulate communication skills, both verbal and written, to influence and facilitate
- Flexible to adapt to an evolving environment;
- Proficiency with MS Office, Google Apps and Skype;
- A good command of English language, a working knowledge of French is essential.

Are you ready to be a part of the transformation?

Click [on this link to apply](#). Applications will be accepted until November 30, 2021.

Should no feedback be received from AIMS-NEI within four weeks of your submission, kindly accept that your application will not be further pursued. AIMS-NEI reserves the right not to make an appointment at its sole discretion.

AIMS-NEI is an equal opportunity employer. Visit www.nexteinstein.org to learn more about AIMS.