



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!

Established in 2003 in Cape Town, South Africa, the African Institute for Mathematical Sciences (AIMS) is a Pan-African network of centres of excellence offering postgraduate training, research, and public engagement for the advancement of Science, Technology, Engineering and Mathematics (STEM) in Africa. Building on the success of its first Centre in South Africa, AIMS launched the Next Einstein Initiative (NEI) in 2008 to scale up and roll out the AIMS model across the continent. Five additional centres were established in Senegal (2011), Ghana (2012), Cameroon (2013), Tanzania (2014), and Rwanda (2016). Its global secretariat is situated in Kigali, Rwanda and it has global offices in United Kingdom, Germany and Canada.

AIMS vision is to lead the transformation of Africa through innovative scientific training, technical advances and breakthrough discoveries which benefit the whole of society and 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.

Collectively, AIMS centres provide an intensive and broad education to over 275 African students each year and prepares them for leadership careers in academia, government and industry. The AIMS educational 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...

Finance Manager!

The Finance Manager will provide support and service to the COO by carrying out financial control and support functions within the direction and parameters set by Vice President Operations / Chief Financial Officer. The Finance Manager's main responsibility is the financial management of the AIMS Rwanda Centre in accordance with AIMS-NEI procedures and practices.

Reporting to the Chief Operating Officer, the Finance Manager will manage the funds and financial assets of the Centre, ensuring compliance with AIMS-NEI financial procedures, establishing, and maintaining internal control practices, prepare accurately the monthly financial and narrative reports according to stated deadlines, ensuring compliance to the AIMS-NEI Chart of Accounts and with monthly accounting checklists, performing balance sheet reconciliation's and ensuring complete supporting documentation and files, prepare the monthly/quarterly/semi-annual and annual budget versus actuals analysis to inform decision-making and budget readjustment, prepare forecasting data on a monthly basis in support of Centre cash request, assist budget holders to develop budgets for Operations and enter the budget data into required financial system. Ensure that all budgets are approved on time and before expenditures can occur and check and validate all expenses incurred by the Centre.

The Finance Manager will also train, support and advice Centre staff in financial and administrative matters, supported by Global Secretariat training programs for non-finance staff, ensure the production of monthly, quarterly and annual financial and narrative reports for the Centre Management Team and Centre Advisory Council and the Global Secretariat, review, provide feedback and get COO approval of the finance sections of reports produced by Program Managers for Donors, provide insightful information and expectations to senior executives to aid in long-term and short-term decision, develop strategies and plans for the long-term financial



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goals of the Centre and review financial data and prepare monthly/quarterly/semi-annual and annual reports in a timely manner.

As the ideal candidate, you will support COO in the provision of guidelines and tools for staff to meet targets that are set, support the staff to put in place and manage a systematic and sustainable staff development and learning approach, manage the Centre relationship with social security and tax recovery institutions in Rwanda in collaboration with COO and Global Secretariat, supervise the proper implementation of the AIMS financial/Administrative filing system and ensure that staff are adequately trained to manage their own unit filing system according to the AIMS-NEI guidelines.

In addition, the Finance Manager will ensure the effective and efficient administration of the Centre archives (physical and online), maintain accurate registers of the assets and property and organize quarterly physical stock takes and check all fixed asset movements and disposals in order to reconcile update.

This is a full-time opportunity based at AIMS Rwanda Centre in Kigali.

Do you have what we need?

- A Master's degree in Finance, or Accounting related discipline
- Fully qualified Accountant with an international accounting body is an asset
- Experience in managing & supporting staff
- Experience in working for an International organisation in a developing country
- 7 years professional work experience in a finance or accounting role
- Experience in preparing budgets, cash flow statements & financial plans, experience in writing narrative & financial reports, experience in working with commercial & contractual systems
- Advanced skills in computers (Windows, spreadsheets, word processing and accounting packages)
- Knowledge and experience of AccPac
- Skills in training and developing staff
- A high level of competence in: Teamwork; Integrity & personal conduct; Sensitivity to diversity; Flexibility & adaptability; Initiative & direction; Interpersonal skills; Resilience
- A high level of competence in: Management of strategy; Change management; Leadership; Planning; Budgets management; Resources management; Monitoring; Supervision and control; Reporting; Communication; Networking; Management of self; Management of others.

Are you ready to be a part of the transformation?

Submit your letter of motivation, including salary expectations together with a detailed CV in English to: careers@nexteinstein.org (i.e. quote "Finance Manager" in the subject line). **Applications will be accepted until April 30, 2019.**

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.