

Bilingual (French, English) Finance Officer - Terms of Reference

1. Who We Are:

Digital Opportunity Trust (DOT), is an International Non-profit Organization headquartered in Ottawa, Canada, which fosters digital inclusion for leadership, economic empowerment, and climate action among young women and men in Africa and the Middle East. DOT is a vibrant youth-driven community of trailblazing social pioneers equipped with the necessary tools, knowledge, and networks to create opportunities and drive transformation within their communities. We strive to foster youth potential, bridge digital gaps across communities, and inspire young individuals to partake in an all-inclusive digital economy. As catalysts of development for over 23 years, our impact extends to over 25 countries.

In an upcoming, youth-focused project, DOT will be providing funding to 70 local organizations across Africa to implement innovative projects that contribute to youth agency, well-being and economic empowerment. This funding will be complemented by a virtual program that surfaces learnings, strengthens the capacity of local organizations, and deepens youth engagement in local innovation.

2. The Opportunity:

DOT is seeking a motivated and experienced bilingual (French, English) Finance Officer, based in Kigali, Rwanda; who will work alongside the Senior Finance Officer to support our Francophone partners in financial management and to ensure timely and accurate reporting in line with DOT and donor requirements. The position will involve ensuring the accuracy and compliance of partner financial documents, supporting the financial capacity building of innovation partners and preparing detailed financial reports for the project.

3. Terms of Reference:

- i. Support the Senior Finance Officer in reviewing and validating financial documents submitted by partner organizations to ensure compliance with DOT and donor requirements.
- ii. Ensure that all partner financial reports and documentation are accurate and complete before uploading them into DOT's financial management system.
- iii. Ensure financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements and financial audits;
- iv. Provide financial training and capacity building support to Francophone innovation partners to strengthen their financial management skills.
- v. Ensure that partners understand financial requirements, including

- documentation standards and budget management best practices.
- vi. Check budget lines and accounts to ensure that all transactions are booked to the correct budget lines and accounts and supporting documents are obtained for all payments.
 - vii. Support internal and external audit processes by ensuring proper documentation, responsiveness and resolution of any audit queries.
 - viii. Work with the Senior Finance Officer to ensure any audit recommendations are implemented and maintained.

4. Criteria:

Candidates submitting their application for consideration as Bilingual Finance Officer will be required to meet the following criteria:

- Bachelor's degree in Finance, Accounting or related field.
- Foundation level CPA or ACCA
- Fluent in French and English
- At least 5 years of relevant experience in financial accounting, including experience with donor-funded projects.
- Be based in Kigali, Rwanda.
- Experience with financial management systems and software.
- Experience in capacity building and training for partner organizations.
- Work experience with MS Office applications and google workspaces.
- Demonstrated experience in procurement and preparation of financial reports
- Strong analytical and numerical skills, attention to detail and problem-solving abilities.
- Excellent verbal and written communication and interpersonal skills, with the ability to work effectively in a multicultural environment.

Application Process:

To apply, please submit your application through this Google Form - https://docs.google.com/forms/d/1VmyFv-BL_CkMd6-RRqXv4gCuCy9f55uFGcUvenvSyQ8/edit. A Gmail account is required to view this form and upload documents) by **October 31st, 2024**. While we appreciate all applications, only those shortlisted for an interview will be contacted.

DOT celebrates diversity and is dedicated to cultivating an inclusive environment that values cross-cultural understanding. We strongly encourage applications from women, people with disabilities, and/or those with intersectional identities. DOT ensures accommodations for individuals with disabilities during the recruitment and selection process. Please indicate any need for accommodations in your application.