



Nyamata Across from Hilton Inn, Bugesera District, Rwanda | HAMAGARA 2460 KU BUNTU |
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Job Title: Senior Finance Manager

Reports to: CFO

Location: Rwanda or Kenya

Compensation: 40000-50000 USD per year gross

About the role

The Senior Finance Manager will provide critical tactical support to the finance structure at EarthEnable including the CFO, C-suite, Finance Committee, Finance team and other executives. The role, based in Rwanda or Kenya, is ideal for a deeply organized, highly collaborative team player with a passion for getting things done.

Specific responsibilities will include

Finance, Planning and Analysis

The SFM will be responsible for preparing annual budgets, updating regular forecasts, reporting on actuals vs budgets and presenting key insights that help in decision making. This will require a deep understanding of the business and collaboration across the organization. The SFM will curate and deliver relevant reports to stakeholders.

Stakeholder engagement and management

The SFM will help the CFO in preparing updates to the management team, CEO and the Board. Reporting will include conducting a budget vs actual analysis, risk management trackers and critical KPIs to the business.

The SFM will be a key contact to finance suppliers including banks and mobile money providers, external auditors and other ad hoc consultants. They could also be partnered with internal stakeholders for ad hoc projects.

Building robust finance processes then scaling them

As EarthEnable expands in terms of product depth and geographical scope, the SFM will be tasked with understanding our existing finance and compliance processes, derisking, documenting, communicating and adapting them to new contexts.

Running (coordinating) financial and special audits

The SFM will coordinate the annual audit cycle, including running the day to day global audit.

When called upon, the SFM can also coordinate special donor audits and other finance projects.

Risk and Tax Compliance

The Senior Finance Manager will bring a risk mindset to discussions on building controls. They will also make sure that accounting procedures and internal controls act as a last line of defense for risks.

The role will also make sure that we are fully tax compliant in Rwanda.

The Senior Finance Manager will be expected to fill in capacity gaps within the finance team when required.

You will need

- 6-10 years of work experience, (working in an FP&A and/or business partnership role is an added advantage)
- An undergraduate degree, with a CPA/ACCA or risk certification complete or on track to complete soon
- Exceptional stakeholder management skills and managerial skills including communication, prioritization, managing up and across without formal authority
- Strong analytical skills, including Excel (google sheets) modeling and data analysis
- Ability to tell the story behind the numbers (having good google slides skills will be an added advantage)
- Passion for international development and social enterprise
- Fluency (or advanced business proficiency) in English
- Ability to work on a variety of tasks at the same time, and keep track of a variety of workstreams
- Resourcefulness and critical thinking skills to quickly determine why something isn't working and iterate quickly to try to solve it; creative problem solve
- Excellent attention to detail, commitment to excellence, and outstanding work ethic
- Flexible and adaptable to changing environments; thrives in a bootstrapped culture
- Maturity and poise under stress
- Optimistic attitude, sense of humor, entrepreneurial spirit, curiosity to learn new things, creative problem solver, humble and patient team-player with a sense of humor

How to apply

If this is you, please send and email with your CV and a one page cover letter to dnyanja@earthenable.org by 5 December 2023

Use the following title syntax

Application for Senior Finance Manager role: Your name
