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Job Advertisement

BRAC International is Hiring! Join BRAC International to create opportunities for people to realise their potential.

Position: Finance Analyst | BRAC Ultra-Poor Graduation Initiative

Job Location: Kigali, Rwanda

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realise their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by the number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact, and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002 and today has activities in 14 countries across Africa and Asia. BRAC has a holistic approach to development that uses a wide array of programmes that include microfinance, education, health, agriculture, gender, and human rights. BRAC invests in communities' own human and material resources, catalysing lasting change and creating an ecosystem in which people in poverty have the chance to seize control of their own lives.

About the Position:

BRAC Ultra-Poor Graduation Initiative (UPGI) Rwanda program is seeking a qualified and experienced Finance Analyst to support the financial management and implementation of the Scaling Graduation with Governments Across Africa (SGGA) program. SGGA is a 10-year partnership between BRAC and the Mastercard Foundation aimed at catalyzing large-scale poverty reduction by supporting governments across 10 African countries to implement Graduation programs at scale.

The Finance Analyst position will support the UPGI Finances management of accounting systems, policies, and procedures in compliance with accounting standards, Generally Accepted Accounting Principles (GAAP), donor’s rules and regulations, and legal requirements to support high-quality programs serving the vulnerable. As part of an experienced finance

team, the Finance Analyst will help coordinate daily financial activities through the duties outlined below.

Key Responsibilities:

- Provide operational oversight function on cash/bank transactions in the finance unit
- Ensure accuracy of all data required for processing financial transactions to the right charts of accounts into the ERP system (SBI CLOUD).
- Follow up and review all UPGI Program-related travel requests and liquidations in line with the travel policy.
- Prepare bank reconciliation statements on a monthly basis for review by the Finance manager in a timely manner.
- Monitor balances in account receivables and payables, prepare reports on material exceptions to policies or identify long outstanding ones for corrective actions.
- Ensure that all statutory deductions such as Withholding Tax (WHT) are promptly remitted to the relevant statutory authority monthly
- Assist in conducting training on financial matters for the UPGI Program team when necessary.
- Support Finance Manager to ensure high standard of financial stewardship in both country office and field offices
- Assisting the Finance manager in maintaining books of accounts,
- Reviewing the correctness and adequate of accounting documents before making payments
- Preparing all payments, cash withdrawal by bank and clearing advances
- Undertaking all transactions at bank (preparing transfers, receiving bank debit and credit advice, bank statement every month or where required)
- Coordinating with the cashier to record all receipt vouchers, payments paid in cash to the ledger.
- Monitor and reconcile foreign currency transactions, ensuring accurate recording, tracking, and reporting of foreign exchange (FX) gains and losses in accordance with applicable accounting standards and organisational policies.
- Oversee the local currency (RWF) bank account, including monitoring account balances, reviewing transactions, preparing monthly reconciliations, and identifying discrepancies for timely resolution in coordination with the Finance Manager.
- Preparing donor reports and making sure to be delivered within the deadline.
- Performing cost allocation of accounts to put into vouchers
- Posting into the ERP system on a daily basis.
- Support to Finance Manager to prepare donor proposal and budgets and submit them timely
- Ensuring accounting documents/files for audit

- Preparing fund request for country office operations
- Dealing with customers include bank, visitor, consultant and staff on finance and accounting when required.
- Ensure compliance with Mastercard Foundation grant requirements, including retention and filing of financial documents, compliance with receiving guidelines, and verification that expenditures are supported and aligned with approved budgets, activities, and grant provisions.
- Support Mastercard Foundation grant expenditure monitoring, financial reporting, audit documentation, and timely escalation of potential compliance issues to the Finance Manager.
- Support effective program planning, implementation, and decision-making.
- Coordinate with banks, suppliers, consultants, staff, field offices, and other stakeholders on finance and accounting matters.

Qualifications and Experience:

- Bachelor of Business administration preferably in Finance / Accounting and Professional Accounting qualification from any recognized institution.
- Strong fluency with excel formulas and functions.
- Strong analytical and data gathering skills
- Principles of budgetary administration
- Financial control and monitoring
- Preparing fund request for Staff
- Principles and practices of cash flow analysis and cost accounting.
- Financial, statistical and comparative analysis and formulas.
- Financial planning, forecasting, organizing, teamwork and collaboration.
- Having any other professional degree in finance or accounting will add advantage.
- Minimum 2 years work experience in the relevant field.
- Working for any other international or local NGO will also add advantage

Desirable Attributes:

- High level of integrity, accountability, accuracy, and attention to detail.
- Strong communication, interpersonal, coordination, and stakeholder-management skills.
- Ability to work independently while effectively collaborating with Finance, Program, HR, Procurement, Operations, field teams, and external stakeholders.
- Strong commitment to financial stewardship, compliance, safeguarding, and BRAC’s mission of supporting vulnerable populations.
- Proactive, solutions-oriented, adaptable, and able to work effectively in a dynamic, multi-stakeholder program

Safeguarding and Compliance

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation.
- Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

How to Apply:

This is an outstanding opportunity to support a highly effective, collaborative, and innovative non-profit. BRAC International offers a competitive salary and benefits package.

Please apply for the role using the below link;

FINANCE ANALYST - RWANDA

Only complete applications will be accepted, and short-listed candidates will be contacted.

Application deadline: 12th November 2026

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.