

Finance Coordinator

RWANDA - HYBRID

ABOUT YLABS

YLabs is a leading global design and research organization designing technologies that amplify youth power, agency, and opportunity. Founded in 2014 at the Harvard Innovation Lab, YLabs partners with young people to co-create inclusive digital products and services that improve their lives. Our design process opens spaces where young people's ideas can become a reality – where they are the architects of the solutions to their most pressing challenges.

YLabs multidisciplinary team delivers youth-driven innovation and impact at scale. Our team combines expertise in youth-driven design with adolescent health, climate, livelihoods, digital product design, behavioral science, and epidemiology. Based in Rwanda and the USA, we've worked in 18 countries to date on projects spanning three focus areas: optimum health and wellness, improved economic opportunity, and increased climate resilience.

Find out more about our projects here: <https://www.ylabsglobal.org/work>

JOB SUMMARY

We are seeking a **Finance Coordinator** to join our **Operations & Finance team** and support the wider team with the financial activities associated with submitting on-time and accurate reports to our donors and stakeholders on a monthly basis. This role requires a strong attention to detail and technological fluency, as it involves a combination of data compilation and entry coupled with providing administrative support for the implementation and maintenance of internal controls, financial policies, processes, and external compliance requirements.

A successful candidate is highly organized, has a quantitative aptitude and a can-do attitude, and demonstrates a strong interest in developing their career in non-profit financial and/or grant management and a curiosity for global financial operations in a highly digital environment.

This role will be supervised by the Senior Finance Manager, based in the USA, and will work closely with the Senior Finance Specialist, based in Kenya. It will be supported by the wider global Operations & Finance team.

JOB TYPE

This is a full-time, fully benefited position based in Kigali, Rwanda. The initial term of this position is a 24-month fixed term contract.

LOCATION

This role is based out of YLabs' office in Kigali, Rwanda and requires the ability to legally work in Rwanda. Our Rwanda office has a hybrid working environment, due to the global nature of our organization.

ABOUT YLABS' COMPENSATION

YLabs adheres to Project Fair's principles and standards to establish equity in pay with the overriding principle of "equal pay for work of equal value" outlined in the Sustainable Development Goals. All salary ranges are based on level within the organization and are competitive to regional and national salary benchmarks, based on the respective office location.

PAY RATE

The pay range for this position is **gross RWF17,050,000 - 18,700,000 per year**, commensurate with experience. This range is regionally benchmarked for a Junior level position in the Rwanda office. YLabs pays all full-time staff salaries in the local currency of the staff member's permanent work location.

YOU WILL:

Grant Management - 40%

- Enter all project cost data for YLabs complete portfolio on a monthly basis within YLabs' system, Kantata
- Collaborate with the Programs team to compile all direct and supplemental requirements needed to accompany grant reports, across YLabs complete portfolio
- Support with all other grant management related activities, as they arise

Financial Management - 40%

- Oversee access to the organization's financial softwares and provide troubleshooting support to the team
- Complete the Operations & Finance department's monthly global expense report
- Coordinate activities related to YLabs annual audit in Rwanda
- Support with compiling data and evidence needed for YLabs' global audit
- Forecast and generate monthly interdepartmental cash requests to maintain ample cash flow in the Rwanda office
- Generate weekly AP reports for timely payment processing
- Organize monthly close data for recurring journal entries and financial consolidation
- Support the Operations & Finance team with all other monthly close activities, as requested
- Support the Operations & Finance team with activities related to organizational tax compliance, asset management, and processing purchase requests

Financial Strategy - 10%

- Coordinate the implementation of new and existing financial policies and processes, to maintain organization-wide compliance
- Support the Growth team with activities related to budget development for potential bids or upcoming projects in YLabs pipeline

YOU ARE:

- Highly detail oriented → *you can spot the extra space in between two words*
- Technologically fluent → *you can learn a new software or system easily to be able to train others*
- Customer-service minded → *you have proven track record of proactivity and follow through, coupled with strong oral and written communication and interpersonal skills*
- A team player → *you are willing to roll up your sleeves and dive deep into the details to support the organization's mission and goals*
- Organized & self-motivated → *you can independently execute on and meet recurring and ad-hoc financial deadlines throughout the organization's financial life cycle*
- Excellent at prioritizing → *you can manage multiple tasks and priorities across both offices*
- Flexible and adaptable → *you remain level-headed in light of changing circumstances and scenarios*
- Excited by the opportunity to work in a highly collaborative, multi-disciplinary, diverse global team!

YOU HAVE:

- BA/BS in nonprofit financial management, accounting, business, or a related quantitative field, and/or
- Up to four years of experience in financial management, bookkeeping, or grant reporting, with at least 50% of this experience occurring in a non-profit setting
- Demonstrated knowledge of non-profit grant management and accounting
- Advanced proficiency with Quickbooks accounting software, Excel spreadsheets and data management systems, and other financial management tools including Bill.com and Expensify or similar
- Experience working within a small team or department
- Strong time management skills and demonstrated ability to meet recurring deadlines with integrity
- Strong technological fluency to learn and utilize tools and software to improve our financial systems
- Personal qualities of unwavering integrity and credibility maintaining confidential financial information, internally and externally

DESIRABLE:

- Experience interacting with Rwanda Revenue Authority (RRA), Rwanda Development Board (RDB) and Rwanda Social Security Board (RSSB)
- Familiarity with financial coordination across all of YLabs' global offices and areas of work and financial practices in sub Saharan Africa and the United States is preferable but not mandatory; training will be provided upon onboarding
- Demonstrated commitment to ongoing learning and professional development to enhance your knowledge and skill set in your field(s) of expertise

APPLICATION PROCESS

To apply, send a resume, cover letter and link to your portfolio to talent@ylabsglobal.org with the subject line: **Finance Coordinator - Rwanda**. All your information will be kept confidential according to EEO guidelines.

This posting will be open from April 11 - April 26 2024.

Applications will be reviewed on a rolling basis by our Hiring Committee. YLabs recognizes the effort that goes into submitting an application; all applications received during the posting period will be reviewed, and all candidates will be notified of their application status once the hiring process begins.

All YLabs offers of employment are conditional on satisfactory background check and criminal record clearances.

EQUAL EMPLOYMENT OPPORTUNITY

YLabs is committed to building teams and policies that promote equity, justice, and belonging at work. We strongly encourage people from all cultures, races, educational backgrounds, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, age, disability, familial status, marital status, caregiver status, or any other category protected by applicable federal, state, or local law.