



AFRICAN SCHOOL OF GOVERNANCE FOUNDATION (ASGF)

The ASG Foundation is a not-for-profit foundation established by Prominent African Leaders to facilitate the establishment and financing of the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa. The Foundation is an established organisation with a Guardian and a Governing Council that comprises of distinguished leaders from across the African Continent and beyond. It is registered and headquartered in Rwanda.

The ASGF received funding from Mastercard Foundation towards financing of activities to establish the Africa School of Governance (ASG). The African School of Governance is a distinctively African, globally leading, independent graduate professional school established to impact governance and public policy across the continent and improve the lives of citizens across a wide range of outcomes.

The purpose of the ASGF is to establish, support, and mobilize financing for the African School of Governance, and to incubate and champion other initiatives designed to advance transformative governance and leadership in Africa.

The core objectives of ASGF include the following.

1. The custodian of the vision of the African School of Governance (ASG) and any other beneficiary decided in accordance with ASGF regulations and relevant laws;
2. Support the vision and mission of the ASG;
3. Mobilise financial and other endowments to support the development and advancement of the ASG;
4. Engage and mobilise world leaders, policymakers, philanthropists, and researchers to promote and advance the mission of the ASG;
5. Manage the financial and in-kind resources for the ASG; and
6. Incubate and support other initiatives considered essential to develop and advance transformative African governance and leadership.

The ASGF seeks to build an ASG institution that is financially sustainable and independent through investment income from the endowments, and income from activities of the ASGF.

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: Accountant	REPORTS TO: Finance and Administration Manager
JOB REF: ASGF/HR005	DEPARTMENT/UNIT: Finance and Administration

Job / Role Purpose:

The role holder is responsible for facilitating, overseeing and managing financial operations, ensuring compliance with accounting principles, and supporting decision-making through financial analysis and reporting.

Key duties and responsibilities

Financial Management

- Preparation of accurate and timely financial statements, ensuring compliance with accounting standards and policies.
- Manage month-end, quarter-end, and year-end close processes.
- Review journal entries and account reconciliations.

Accounting Operations

- Conduct the day-to-day accounting functions, including accounts payable, accounts receivable, payroll, and general ledger.
- Ensure proper recording of all financial transactions and compliance with regulatory requirements.

Reporting and Analysis

- Prepare regular financial reports, including profit and loss statements, balance sheets, and cash flow reports.
- Perform variance analysis to explain deviations from budget and prior periods.

Budgeting and Forecasting

- Assist in the preparation of annual budgets, financial forecasts, and long-term financial plans.
- Monitor financial performance against budget and provide recommendations for improvement.

Internal Controls and Auditing

- Ensure the ASG’s internal controls are effectively followed.
- Assist in internal and external audits and resolve any audit queries.

Tax Compliance

- Prepare and file tax returns, including income tax, and payroll taxes.
- Liaise with tax authorities and ensure compliance with tax regulations.

Process Improvement

- Identify and implement improvements in accounting processes and systems to enhance efficiency and accuracy.

Team Leadership

- Supervise and mentor accounts assistants and other team members.
- Provide training and guidance to the accounting team on accounting policies and procedures.
- Perform other work-related ad hoc duties as may be requested by the Finance and Administration Manager from time to time.

Expected Outputs/ Deliverables

- Prepare regular financial reports
- Cash flow reports
- Month-end, quarter-end, and year-end close processes.
- Filed tax returns

- Journal entries and account reconciliations
- Compliance with ASG's internal controls

PERSON SPECIFICATION

Educational Requirements

- Bachelor's degree in accounting, finance, business administration or a related field from a recognised institution.
- Master's degree in accounting, finance, or business administration is added advantage.
- Certified Public Accountant (CPA) or Chartered Accountant (CA) or any other relevant certifications (e.g., CFA, ACCA) is preferred.

Related Job Experience

- At least 5 years of experience in accounting or finance roles, with at least 2 years in a senior or supervisory capacity.
- Experience in the industry relevant to the organization (e.g., Regional & International NGOs, financial services, etc.) is preferred.
- Strong experience in accounting software (e.g., QuickBooks, SAP, Oracle, or other ERP systems).
- Proficiency in MS Excel (advanced level) for financial analysis and reporting.

Required Technical Knowledge/Skills

- Knowledge of regulatory requirements and accounting standards (e.g., GAAP, IFRS).
- Ability to prepare, analyse, and present financial statements and reports.
- Experience with month-end and year-end close processes.
- Ability to prepare and manage budgets, forecasts, and cash flow projections.
- Understanding of tax regulations and experience with tax filings (e.g., corporate tax, VAT, payroll tax, etc.).
- Experience in reconciling accounts, including bank, payroll, and balance sheet reconciliations.
- Strong troubleshooting and problem-solving skills in financial matters.
- Ability reconciling accounts, including bank, payroll, and balance sheet reconciliations.
- Knowledge of internal controls, accounting policies, and procedures.

Required Behavioural Skills

- Attention to Detail: Must have a high level of accuracy and attention to detail in financial reporting and analysis.
- Time Management: Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Communication Skills: Strong written and verbal communication skills for reporting to management and collaborating with other departments.

- Leadership Skills: Ability to manage and motivate a team, providing clear direction and support.
- Problem-Solving: Ability to identify financial discrepancies and find solutions quickly.
- Ethical Judgment: Demonstrates high ethical standards and integrity in financial dealings.
- Adaptability: Ability to adapt to changes in regulations, accounting standards, and organizational needs.
- Transparency and accountability.
- Integrity and self-drive.
- Analytical thinking and problem solving.

Terms of Employment and Remuneration

- You will sign an employment contract with the ASG Foundation.
- The work will be carried out in Kigali, Rwanda (There may be instances where local/international travel is required).
- Competitive salary with comprehensive healthcare.

Contact/application information:

If you are interested in exploring this opportunity further and your qualifications and experience match the requirements for the role, please complete and submit your application via the following link: [Application form for ASGF job applications](#). All applications must be submitted via the online application form at this link.