



BACKGROUND

The Green City Kigali (GCK) is an initiative led by the Government of Rwanda, aimed at addressing environmental and urban challenges through innovative models towards Green Urbanisation. The Green City Kigali Company (GCKC), a special purpose vehicle established by the Rwanda Green Fund (Majority Shareholder) and RSSB (Minority Shareholder), is implementing the project.

Covering a designated 600-hectare area on Kinyinya Hill, the project aligns with the City of Kigali Master Plan 2050, envisioning an affordable, sustainable urban community for 170,000 to 200,000 residents. The initial phase focuses on a 16-hectare pilot site, planned for 1,700 to 2,000 units through a Public Private Partnership (PPP) with Private Developers. The project is a key component of the Rwandan-German Climate Cooperation, supported by the German government through KfW Development Bank

FINANCIAL CONTROLLER

REPORTING TO: CFO (CHIEF FINANCIAL OFFICER)

DIRECT REPORTS: Finance Officers

PURPOSE: The role involves overseeing the backward-looking (financial control and reporting), forward-looking (management accounting and risk) as well as fundraising and resource mobilization.

KEY RESPONSIBILITIES:

- ➔ **Financial Strategy and Planning:** You will develop and implement the organization's financial strategy in alignment with its goals and objectives. This includes forecasting financial trends, evaluating investment opportunities, and making strategic financial decisions.
- ➔ **Financial Reporting and Analysis:** You will ensure accurate and timely financial reporting to internal and external stakeholders. This involves preparing financial statements, analyzing financial data, and providing insights and recommendations to support informed decision-making.
- ➔ **Budgeting and Forecasting:** You will develop and manage the organization's budgeting process. This involves collaborating with department heads to create budgets, monitoring budget performance, and providing financial forecasts to support strategic decision-making.
- ➔ **Financial Analysis:** You will conduct financial analysis to provide insights and recommendations to senior management. This includes analyzing financial data, identifying trends, and evaluating financial performance against key metrics and benchmarks.
- ➔ **Internal Controls:** You will establish and maintain internal control processes to safeguard the organization's assets and ensure compliance with financial policies and procedures. This involves implementing financial controls, conducting regular audits, and addressing any identified weaknesses or risks.



- ➔ **Cash Flow Management:** You will monitor and manage the organization's cash flow to ensure adequate liquidity for operational needs. This includes managing cash flow projections, optimizing working capital, and overseeing cash management activities, including cash flow forecasting and treasury management.
- ➔ **Tax Planning and Compliance:** You will collaborate with tax advisors to develop tax strategies and ensure compliance with tax laws and regulations. This involves overseeing tax planning, managing tax filings, and addressing tax-related issues or audits.
- ➔ **Financial Systems and Processes:** You will assess and improve financial systems and processes to enhance efficiency and accuracy. This includes evaluating and implementing financial software solutions, streamlining workflows, and integrating systems to support effective financial management and reporting.
- ➔ **Financial Risk Management:** You will identify and manage risks that may impact the organization. This includes assessing and mitigating risks related to market volatility, credit, liquidity, foreign exchange, and other financial factors.
- ➔ **Team Management and Leadership:** You will lead and manage the finance team, including providing guidance, mentorship, and professional development opportunities. This involves setting performance goals, conducting performance reviews, and fostering a collaborative and high-performing work environment.
- ➔ **Financial Compliance:** You will ensure compliance with financial regulations and reporting requirements. This includes staying updated on accounting standards, tax laws, and other relevant regulations, and overseeing the preparation of financial statements and tax filings.
- ➔ **Financial Operations:** You will oversee financial operations, including accounting, billing, accounts payable, and receivable. This involves establishing and maintaining financial controls, policies, and procedures to safeguard assets and ensure accurate financial transactions.
- ➔ **Investor Relations:** You will manage relationships with investors, analysts, and financial institutions. This includes communicating financial performance, growth strategies, and investment opportunities, and providing transparent and accurate information to maintain investor confidence.
- ➔ **Mergers and Acquisitions:** You will participate in the evaluation, negotiation, and execution of mergers, acquisitions, and other strategic financial transactions. This includes conducting due diligence, financial modeling, and assessing potential synergies and risks.

KEY COMPETENCES:

- ➔ **Professionalism:** You have proven conceptual, analytical, and evaluative skills as well as the ability to conduct independent reviews and identify issues; formulate options, arrive at conclusions and make sound decisions. You also have an in-depth grasp of management principles and practices with sound knowledge and command of budget development, and resource control. Besides that, you have a strategic outlook with attention to accuracy and details.
- ➔ **Leadership and Teamwork:** You have strong managerial and supervisory skills as well as tact and negotiating skills, good judgment and decision-making skills. You also have an innovative and technical leadership profile. Lastly, you have the ability to perform and/or oversee the analysis of complex policy and program; ability to get decisions timely executed in a collaborative environment; the ability to develop and maintain effective work relationships with stakeholders (internal and external); strong interpersonal skills and the ability to establish and maintain effective working relations with people with sensitivity and respect for diversity.



