

JOB ANNOUNCEMENT

The management of **Energy Utility Corporation Limited (EUCL)** informs the public that it is recruiting competent, qualified and experienced staff to fill the following position:

S/N	POSITION	NUMBER REQUIRED	KEY ROLES & REQUIREMENTS
1	Director of Finance	01	<p>Job Summary:</p> <p>To plan, direct and control the financial resources of the company and ensure sound overall financial management and performance in line with the strategic plan, and lead a team of professional staff in line with the regulatory framework and accounting standards.</p> <p>Key Responsibilities:</p> <p>Strategy Formulation and Leadership</p> <ol style="list-style-type: none"> 1. Lead the delivery of EUCL's corporate financial strategy, within the overall corporate strategy, to ensure sustained growth of asset base, adequate funding for capital investments and operations, and guiding the investment strategy to ensure optimized shareholder returns within EUCL's designated mandates and contractual framework. 2. Be the lead financial advisor to the Senior Management Team, Directors and the entire Company, to ensure prudent management and utilization of the EUCL's resources 3. Custodian of the Business Financial Model and ensure adequate recovery of EUCL's costs and revenue realization through the tariff mechanism <p>Financial and Operations Management</p> <ol style="list-style-type: none"> 4. Prepare and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP) 5. Oversee the general accounting function which includes inter-company transactions, cash management/reconciliation for multiple accounts, financial reporting and balance sheet management 6. Monitor the maintenance of EUCL's financial records in compliance with regulatory requirements, REG accounting policies and GAAP 7. Ensure that there is adequate technology in place to meet the organization's financial data processing, control, and reporting requirements. <p>Risk Management and Compliance</p> <ol style="list-style-type: none"> 8. Institute adequate organisational arrangements to Manage the risk and exposure to the Company 9. Ensure the company complies with all applicable legal and regulatory framework, financing covenants and the international financial reporting framework (IFRS)

			<p>10. Establish sound system of internal controls to ensure adequacy of policies, systems and processes to safeguard company assets and enhance operational efficiency.</p> <p>11. Monitor risk management policies and procedures to ensure that EUCL financial risks are minimized</p> <p>Investment</p> <p>12. Develop a comprehensive Investment and Treasury Management Policy for the EUCL and ensure its effective performance.</p> <p>13. Monitor the performance of investments and prepare periodic investment performance reports.</p> <p>14. Ensure effective treasury management that leads to an optimised liquidity position for the company to meet short and long-term obligations</p> <p>Leadership & Capacity Building</p> <p>15. Manage the finance team in order to meet both business objectives and individual professional development that leads to enhanced competencies and team performance.</p> <p>16. Lead the Finance team; supervise and manage their performance and development in line with the organization's goals, objectives, policies and regulations.</p> <p>17. Develop a departmental annual work plan and financial budget and monitor their implementation in line with the Business plan</p> <p><u>Education and Experience requirements</u></p> <ul style="list-style-type: none"> • Bachelor's Degree (A0) in Finance, Accounting or relevant field or a relevant professional qualification, such as ACCA, CPA or CFA and; • At least 8 years of experience in a finance or accounting, 3 of which should be at manager level <p><u>Additional Skills:</u></p> <ul style="list-style-type: none"> • Advanced numerical skills – statistical analysis, financial modelling and analysis at a high level • IT – use of specialised software • Advanced people skills – leading a large department • Process management – required to develop financial systems and procedures • Project management – develop project plans, coordinate projects, completes projects on time • Analytical skills
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Required Documents for application:

1. An application letter;
2. A detailed updated Curriculum Vitae;
3. A photocopy of academic degree;
4. A photocopy of the Identity card;
5. Full addresses of three referees, including preferably one of previous supervisors.
6. Proof of Experience (Work Certificate (s))

Submission of Applications

Interested and qualified candidates should submit their soft copy applications addressed to **MANAGING DIRECTOR of EUCL** only through: gkanyonga@eucl.reg.rw; copy to: ttmbarubukeye@eucl.reg.rw and akaryabwite@eucl.reg.rw not later than **13/11/2017**. Hard copies are not accepted. Only shortlisted candidates shall be contacted. For more details on the Terms of Reference for this position, please visit our website on www.reg.rw or www.eucl.reg.rw

Done at Kigali, 23/10/2017

Signed

Maj. Eng. Jean Claude KALISA
Managing Director

TERMS OF REFERENCE FOR DIRECTOR OF FINANCE

Strategy Formulation and Leadership

1. Lead the delivery of EUCL's corporate financial strategy, within the overall corporate strategy, to ensure sustained growth of asset base, adequate funding for capital investments and operations, and guiding the investment strategy to ensure optimized shareholder returns within EUCL's designated mandates and contractual framework.
2. Be the lead financial advisor to the Senior Management Team, Directors and the entire Company, to ensure prudent management and utilization of the EUCL's resources
3. Custodian of the Business Financial Model and ensure adequate recovery of EUCL's costs and revenue realization through the tariff mechanism
4. Manage the financial interface with key stakeholders including the Senior Management, Board, Tax Authority, Financiers, Banks, sector players, shareholder etc. To ensure well defined requirements are met and controlled
5. Participate in strategic, financial and Investment planning as an integral member of the Leadership Team.
6. Develop long-term budgetary planning and cost management in alignment with REG's strategic plan and business objectives.
7. Lead the continual improvement of accounting and administrative operational systems, processes and policies.

Financial and Operations Management

8. Prepare and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
9. Oversee the general accounting function which includes inter-company transactions, cash management/reconciliation for multiple accounts, financial reporting and balance sheet management
10. Monitor the maintenance of EUCL's financial records in compliance with regulatory requirements, REG accounting policies and GAAP
11. Ensure that there is adequate technology in place to meet the organization's financial data processing, control, and reporting requirements.
12. Review accounting activities to ensure that a standard level of internal controls and audit procedures and techniques are consistently applied.
13. Improve work policies, procedures, and work-flow processes to effect the necessary controls on the organisation's assets
14. Provide oversight and review of organization payroll, monthly/quarterly account reconciliations to ensure accuracy and other statutory filings to ensure compliance
15. Ensure a timely and effective preparation of Management and Financial Reports to meet both internal and external reporting requirements of the Company.
16. Coordinate the annual financial audits with external auditors and ensure smooth liaison with the internal auditors.

17. Lead in the preparation of and monitoring of the organisation's budget in coordination with the Managing Director. Provide timely management reports to the Managing Director and department heads to allow for management against budget targets
18. Monitor prospective financial and cost information, calculate average tariff adjustment proposals to ensure compliance with legal regulations and guidelines set by the Board.

Risk Management and Compliance

19. Institute adequate organisational arrangements to Manage the risk and exposure to the Company
20. Ensure the company complies with all applicable legal and regulatory framework, financing covenants and the international financial reporting framework (IFRS)
21. Establish sound system of internal controls to ensure adequacy of policies, systems and processes to safeguard company assets and enhance operational efficiency.
22. Monitor risk management policies and procedures to ensure that EUCL financial risks are minimized

Investment

23. Develop a comprehensive Investment and Treasury Management Policy for the EUCL and ensure its effective performance.
24. Monitor the performance of investments and prepare periodic investment performance reports.
25. Ensure effective treasury management that leads to an optimised liquidity position for the company to meet short and long-term obligations
26. Work in liaison with strategic planning and pricing unit to ensure effective cost of service recovery proposals to the Regulator for tariff determination
27. Liaise with REG Holding and external stakeholders (Ministry of Infrastructure and or Finance) on service subsidy requirements

Leadership & Capacity Building

28. Manage the finance team in order to meet both business objectives and individual professional development that leads to enhanced competencies and team performance.
29. Lead the Finance team; supervise and manage their performance and development in line with the organization's goals, objectives, policies and regulations.
30. Develop a departmental annual work plan and financial budget and monitor their implementation in line with the Business plan

