



Terms of Reference (ToR)

Position: Accountant

Location: Kigali, Rwanda

Reports to: Finance and Administration Manager

Contract Type: Full-time (12 months renewable, with a 3-month probation period)

1. Background

The Pan-African Farmers' Organization (PAFO) is a continental platform representing African farmers through its five regional networks. PAFO's mission is to advocate for and promote the interests of family farms and smallholder farmers in Africa, ensuring their inclusion in decision-making processes affecting agriculture, food systems, and rural development.

To strengthen its financial operations, PAFO seeks a qualified and motivated Accountant to support its accounting functions in accordance with international standards and donor requirements.

2. Objective of the Position

The Accountant will be responsible for ensuring accurate and timely financial records, supporting audits, maintaining compliance with donor and organizational policies, and assisting in budgeting and reporting. The position plays a key role in the day-to-day financial management of PAFO and its donor-funded projects.

3. Main Responsibilities and Duties

A. Financial Management and Bookkeeping

- Maintain accurate accounting records in accordance with international accounting standards and PAFO's internal procedures.
- Post and reconcile all financial transactions in the accounting system (e.g., QuickBooks, Sage, or other).

- Prepare monthly bank reconciliations and petty cash reports.
- Ensure proper documentation and filing of all accounting and financial records.

B. Budgeting and Financial Reporting

- Assist in preparing annual budgets and donor-specific project budgets.
- Monitor actual expenditure against budgets and prepare variance analysis.
- Prepare monthly, quarterly, and annual financial reports for internal use and donor reporting.

C. Compliance and Internal Control

- Ensure compliance with internal financial policies and donor regulations.
- Support internal and external audits by preparing documentation and responding to queries.
- Assist in developing and implementing internal controls and financial procedures.

D. Payments and Payroll

- Process payments to suppliers, consultants, and staff (including payroll).
- Ensure that statutory deductions (e.g., PAYE, pension, social security) are correctly calculated and submitted on time.
- Maintain an updated payroll register and employee tax records.

E. Support to Project Implementation

- Support project managers with financial tracking and reporting related to grants and funded initiatives.
- Ensure financial documentation is aligned with project activities and deliverables.

4. Qualifications and Experience

Education:

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA, ACCA, or other professional accounting certification is an added advantage.

Experience:

- At least 3 years of experience in accounting or financial management, preferably with an NGO or international organization.
- Experience working with donor-funded projects (e.g., EU, IFAD, USAID, etc.) is desirable.

Skills and Competencies:

- Proficiency in accounting software (QuickBooks, Sage, or similar).
- Strong knowledge of accounting standards and principles.
- Excellent analytical and problem-solving skills.
- High level of accuracy and attention to detail.
- Ability to work independently and as part of a team.
- Fluency in English or French (both is a strong advantage).

5. Working Conditions

- The position is based at PAFO's Secretariat in Kigali, Rwanda.
- May require occasional travel within Africa for project or audit support.

6. Application Process

Interested candidates should submit:

- A cover letter
- Detailed CV
- Names and contacts of three referees

To: admin@pafo-africa.org

With copies to: finance@pafo-africa.org, policy@pafo-africa.org,
communication@pafo-africa.org

Subject line: Application – Accountant at PAFO

Deadline: 19th August 2025