



WELLSPRING IS HIRING!
FINANCE AND COMPLIANCE MANAGER



ABOUT WELLSPRING

The Wellspring Foundation for Education (Wellspring) is an International NGO whose vision is to be a catalyst for transforming education and to foster vibrant communities that address poverty in all its forms. Our mission is to seek justice, worth, and dignity for all those we engage with, as we show the love of Christ by empowering new generations through the development of quality education in Rwanda and Africa. Wellspring is registered as an INGO in Rwanda and as a charitable organization in Canada.

Wellspring has been supporting children's education in Rwanda for over 20 years. Through values-based training, coaching and mentoring, modelling and convening of school stakeholders, and an asset-based approach to school and community development, Wellspring equips schools and communities to educate, nurture, and empower children to thrive with love, character, and resilience.

TITLE	FINANCE AND COMPLIANCE MANAGER
REPORTS TO	Director of Finance (Canada)
MATRIX MANAGER	Director of People and Operations/Country Manager (Rwanda)
WORKS DIRECTLY WITH	Finance Team in Rwanda and Canada, Program Leads, Director of Grants and Program Quality, Logistics Team in Rwanda, IT & Data Protection Lead
POSITION LOCATION	Kigali, Rwanda
EMPLOYMENT CATEGORY	Full-Time, Open-ended contract
KEY EXTERNAL RELATIONSHIPS	Rwanda Revenue Authority (RRA), Rwanda Social Security Board, Rwanda Governance Board, Banks, Insurance companies, Medical Insurance provider, Finance/Admin working group of the Network of International NGOs (NINGO)



JOB SUMMARY

The Wellspring Foundation for Education (Wellspring) is seeking an experienced Finance and Compliance Manager in Rwanda who will ensure the financial integrity and legal compliance of Wellspring in Rwanda, under the supervision of the Director of Finance (based in Canada), being responsible to and with support from the Director of People and Operations/Country Manager, and accountable to the Executive Director who is based in Rwanda.

The successful candidate will demonstrate the highest levels of integrity, stewardship, servant leadership and accountability as a representative of Wellspring's organizational culture and values both internally with the team and externally with clients and partners. He/she will provide both effective day-to-day financial management as well as strategic leadership, contributing to strengthened financial sustainability, effective and improved cashflow management, maximizing value for money, as well as ensuring donor and legal compliance in Rwanda, Canada and all other relevant locations. He/she will be meticulous about detail, having a can-do approach as a problem-solver and solutions seeker, with capacity to strengthen systems and seeking continuous improvement in Wellspring's financial management and compliance.

The successful candidate will model servant-leadership with team members and external stakeholders, and work pragmatically and effectively, intentionally developing cultural intelligence and interpersonal skills, as part of Wellspring's global team.

As part of the Rwanda Management Team, the Finance and Compliance Manager will contribute to the development, implementation and monitoring of Wellspring's Strategic Plan and impactful programming, and will contribute to building and living out Wellspring's organizational culture and values. He or she will serve Wellspring in a representative capacity at all times, championing children's education through our mission and ensuring that the organization does no harm to children.

STRATEGIC FINANCIAL LEADERSHIP

Serve as a strategic advisor to Wellspring's Finance Team and Rwanda Management Team on financial planning, resource allocation, and sustainability.

Contribute to country and global strategy by aligning financial management with programmatic priorities.

FINANCIAL PLANNING, BUDGETING & REPORTING

Lead the annual planning, budgeting, and forecasting processes, ensuring alignment with donor and organisational guidelines.

Consolidate and review program budgets; provide technical support to budget holders.

Monitor budget execution, provide variance analysis, and recommend corrective actions.

Prepare timely and accurate monthly, quarterly, and annual financial reports for management, donors, and headquarters.

SYSTEMS, POLICIES & PROCEDURES

Ensure effective financial systems are in place for monitoring and compliance in line with local, Canadian and donor requirements.

Contribute to maintaining, reviewing and updating the Financial Controls and Compliance Manual as well as other related policy guidance, aligned with Board policies.

Lead the strengthening, implementation and monitoring of financial controls to ensure compliance with policies and reduce risk.

Champion a culture of accountability, transparency, and stewardship across the organisation.

FINANCIAL COMPLIANCE AND RISK MANAGEMENT

Ensure adherence to all statutory requirements (tax, social security, labour, and NGO regulations).

Coordinate re-registration processes and other compliance-related requirements.

Ensure financial compliance with Wellspring's internal controls and finance policies in line with both Rwandan and Canadian legislation.

Manage accounts payable/receivable and monthly reconciliations.

Produce monthly management financial analysis reports for leadership.

Promote value-for-money and stewardship across all financial processes.

Manage external and internal audits, ensuring timely monitoring and implementation of audit recommendations.

Establish and maintain robust archiving and documentation systems that support audit trails and compliance.

GRANT MANAGEMENT

Contribute to and coordinate financial inputs during development of grant proposals.

Lead grant budget monitoring, analysis and financial reporting for donors in collaboration with the Director of Grants and Education Programs Lead.

Ensure financial compliance with donor and partnership agreements.

Provide capacity strengthening for program managers on grant compliance and budget management.

Maintain organized grant records and audit trails.

PEOPLE MANAGEMENT & CAPACITY BUILDING

Provide empowering direct supervision, coaching, and mentorship to finance colleagues.

Develop and monitor individual work plans, facilitate performance evaluations, and support career development for finance team members.

Contribute to strengthening the skills and understanding of non-finance managers and colleagues in finance and budget management through training, coaching, awareness raising and effective collaboration with peers.

Promote and model a values-based servant leadership style, fostering collaboration, empowerment, and high performance through coaching.

LEADERSHIP & REPRESENTATION

Represent Wellspring by maintaining and developing strong relationships with key external stakeholders, such as financial institutions, government and regulatory authorities, and sector networks.

Play an active and collaborative role in overall management and leadership of Wellspring's team and programs in Rwanda and East Africa through membership of the Rwanda Management Team.

As a member of the Rwanda Management Team, actively contribute to the development and monitoring of Wellspring's strategic plan, contribute to strategies for financial sustainability, uphold Wellspring's vision, mission, values and faith position, and model servant leadership for the team.

CHILD SAFEGUARDING

Always comply with Wellspring's Child Safeguarding policy and procedures and champion this within all budgeting and grant-funded activities.

Ensure that children's rights, safety, agency, and dignity are at the heart of budget-related decision-making and activities.

OTHER DUTIES

Actively participate in Wellspring's spiritual and team rhythms.

Undertake any other professional duties which may reasonably be delegated by Wellspring's leadership in support of our mission and strategic plan, including contributing technically to other projects or programs.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, or related field (CPA/ACCA qualification required).
- Minimum 7 years of progressive financial management experience, preferably in an INGO setting and with at least 3 years at senior management level (required).
- Strong knowledge of Rwanda's financial, tax, and compliance frameworks (required).
- Proven experience in budgeting, financial analysis, donor reporting, and grant compliance (required).
- Demonstrated experience in budget preparation, financial reporting, donor compliance, and audit processes (required).
- Proven track record in managing teams and building capacity in finance and compliance (required).

SKILLS AND COMPETENCIES

- Strong analytical and problem-solving skills with a strategic mindset.
- Advanced proficiency in accounting software (online QuickBooks) and MS Excel.
- Excellent leadership, coaching, team-building and collaborative skills.
- Strong communication skills, both written and verbal, with the ability to present complex information in a clear, simplified manner to audiences including non-financial colleagues.
- Attention to detail and accuracy.
- Ability to strengthen, implement, and monitor internal control systems.
- High integrity, discretion, and commitment to accountability.
- Strong interpersonal and cross-cultural skills; experience in a multicultural environment or openness to learn.
- Well organized with effective time and task management skills, particularly when working alone or remotely and when managing multiple priorities with tight deadlines.

PERSONAL AND SPIRITUAL QUALITIES

- A Christ-centered individual who has the desire to grow in faith, including a commitment to and understanding of Wellspring's vision, mission, values and faith position (required).
- Trustworthy, ethical, and authentic in all situations.
- Excellent interpersonal competence: collaboration and clear communication with people from diverse backgrounds, encouraging, sharing ideas, and motivating others.
- A problem solver with a positive 'can-do' attitude and tenacity.
- Ability to think critically, take initiative and 'lead up'.
- Able to work both flexibly as part of a diverse team and to work independently.
- Self-motivated, ambitious, goal-oriented.
- Ability and willingness to travel regularly to program locations across Rwanda.

CORE VALUES AND BEHAVIOUR

- Commitment to Wellspring's mission and values (required).
- TRANSFORMATION: We strive to invest in positive change in people's relationship with God, themselves, society, and their environment.
- EMPOWERMENT: We strive to empower people as they work together to create local solutions, and challenge them to empower others as they do so.
- STEWARDSHIP: We strive to treat all resources entrusted to us with the highest level of care and accountability.
- PARTNERSHIP: We strive to build effective and fruitful partnerships with like-minded individuals and organizations.
- EXCELLENCE: We strive to empower and equip people to serve to the best of their ability and to develop high quality innovative models of practice that can be shared with others.

CHILD SAFEGUARDING

Wellspring is committed to keeping children safe, and therefore a recent police clearance will be required to be submitted to HR, as well as signing up to training and undertaking briefing on our Child Safeguarding Policy.



WORKING CONDITIONS

- Office-based work in a dynamic, playful and collegial environment.
- Working regularly across time zones with Canadian colleagues.
- Occasional work requirements outside of traditional hours for special projects.
- Manual dexterity is required to use a computer and peripherals.
- Extensive visual concentration.
- Attention to detail is required while subject to multiple interruptions.
- Regular travel across Rwanda to locations of Wellspring programs, as required.

WHAT WE OFFER

- A competitive compensation and benefits plan.
- An engaged and positive work culture where employees are valued and celebration is embraced.
- Professional and personal development, and staff care.
- The opportunity to make a difference for children.
- Regular connections with our program team in Rwanda to build understanding of Wellspring's work, community and context, and, visits to the sites of Wellspring programs.

HOW TO APPLY



Please email a **PDF** version of your:

- **cover letter** explaining your motivation and suitability to this role (not longer than one page)
- **CV** or resumé (not longer than 3 pages)
- **statement of faith*** (not longer than one page)

in English to rwrecruitment@thewellspringfoundation.org

and copy amina@thewellspringfoundation.org. Please include the job title in the subject line.

Deadline for Applications: 00.00pm on **Sunday 12th October 2025**

Interview Date: **Week of 17th November 2025**

Start Date: **Beginning of January 2026**

Wellspring values and encourages diversity, striving to be equitable and non-discriminatory in all our activities to ensure children have access to quality education in Africa. We will implement policies that respect the inherent worth and dignity of those we engage with and promote equity, diversity, and inclusion.

We thank all candidates for their interest in working with the Wellspring Foundation for Education, but due to large numbers of applications, only successfully shortlisted applicants will be contacted.

***What is a statement of faith?** A statement of faith should describe your personal Christian faith journey, your local church involvement, and how you see all this as relevant to your involvement with the Wellspring Foundation.

