



On behalf of a partner company recognized as a key actor in the aquaculture and fish farming industry, Ingoma Consulting Group is launching a recruitment process for a qualified Administrative and Finance Manager.

JOB PROFILE

1. Job Purpose

To provide finance and administration support. To manage all accounts and to undertake general administrative tasks.

2. Major responsibilities

- Record, reconciliation and banking of all finances.
- Check, process and record all payments, administer invoices and expenses claims received, code items to agreed budgets, and action payments.
- Reconcile transactions on computer and bank statements and ensure that all accounts balance.
- Liaise with and review budgets and expenditure as necessary with the Supervisor and prepare monthly reports and other data as required.
- Maintain proper records for all the above on computer payroll and finance package and filing of all relevant paperwork.
- Provide reports and information as required.
- Attend board meetings when requested
- Undertake all administrative tasks under the direction of the supervisor (dealing with items of correspondence, telephone messages & enquiries and filing)
- Assist with liaison office duties, including banking activities, coordination with authorities, facilitation of administrative processes, and maintenance of effective relationships with local stakeholders.
- Any other duties and tasks that may be required in accordance with the role and organizational requirements.

3. Education & Experience

- At least a Bachelor degree in Finance Management, Accounting or equivalent
- Two years in a finance position

4. Core Competencies

- Fluent in English and French spoken and written
- Excellent communication skills – both verbal and written
- Proficiency in working with Microsoft packages, including Outlook, Word and Excel.
- Accuracy in reporting detailed financial information
- Ability to work as part of a team, as well as on own initiative
- Ability to communicate effectively with colleagues and professionals alike

- Ability to work under pressure, plan and prioritize own workload,
- Manage competing tasks and meet deadlines
- Ability to maintain effective office systems
- Ability to travel

5. Working environment

The position will be placed under the supervision of the general management,

The successful candidate will be based in Kirundo and Bujumbura and will work in a mixed environment combining office-based and field activities.

6. Application Submission Guidelines

The Candidates interested in this recruitment notice and meeting the above-mentioned requirements are invited to submit their application files comprising the following documents:

1. A cover letter addressed to the Managing Director of Ingoma Consulting Group;
2. An updated CV including three (3) professional referees;
3. A copy of the academic diploma certified;
4. Certificates of services rendered, where applicable;
5. A copy of the National Identity Card.

The application file must be submitted as a single PDF document to the following email address: recrutement@ingomaconsultingroup.com.

✉ Email subject: Application for the position of Administrative and Financial Manager

⌚ The deadline for submission of applications is set for February 14th, 2026, at 11:59 PM.

Only shortlisted candidates will be contacted

