

Duties and responsibilities:

The Finance Department is responsible for preparation of the Budget and Financial Reports; liaising with Directors of other departments for budget planning and execution; monthly financial reporting including bank reconciliation; cash and credit transactions for the Institute on a daily basis.

It has also the responsibilities of submitting monthly financial reports to the Ministry; management accounts; maintaining special accounting procedures (e.g. Inventory register); establishing and maintaining contracting and procurement management procedures; coordinating with Directors for departments' procurement needs; providing projections for future procurement needs for the Institute; ensuring value for money in all NISR financial transactions; ensuring all procurement rules are respected; and monitoring all external contracts for the Institute in conjunction with the Legal Officer of the institute.

Director:



Mr. Silas MUNYEMANA

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