



University of Tourism, Technology and Business Studies

P.O. Box 350, Kigali - Rwanda
Tel: (+250)-788306692
(+250)-788306203
Email: info@utb.ac.rw
www.utb.ac.rw

JOB VACANCY

Kigali, January 11, 2021

Background

University of Tourism, Technology & Business Studies (UTB), a private Institution of Higher Learning providing programs in line with the requirements of the Rwandan Framework for Higher Education and Associated code of practice. It's vision is to become a center of Excellence in the region for the quality of academic programmers and to be a solution provider for the training of professionals in the area of Hospitality, Tourism, Business and Information Technology.

The University seeks to recruit for the position of Recovery Accountant. Below are the Terms of Reference

Recovery Accountant: Job Description.

Reporting to the Chief Finance Officer, the Recovery Accountant is in-charge of student Financial services and recovery

Main responsibilities

- Upload student fees payment on daily basis to balance the student accounts and reduce the outstanding fees amount
- Ensure the set targets on bad debt recoveries are met.
- Daily analysis of students' billings and their payments.
- Produce a monthly report of paid amounts and unpaid balances by students.
- In collaboration with registrar, produce a list of new students and drops out each trimester, and adjusts the sales for drop out cases after approval by the management.
- A regular control of students in the classes to ensure they carry out their commitment to UTB in terms of payments of tuition fees and other debts to the institution.
- To ensure a good filing of accounting documents according to accounting journals under their responsibilities
- A fast action to students' inquiries in good manner & good customer care to our partners.
- Ensure day to day monitoring of all students accounts in arrears in coordination with CFO
- Ensures conformity with the overall University's risk management policies and standards.

Education and/or Experience:

- At least 2 years of undergraduate school (Bachelor's degree in Accounting or Finance)
- CPA or CAT Certified
- At least 2-3 years of progressive experience in a similar role
- Computer Skills: Knowledge of SAGE Accounting software; Microsoft Office (including Outlook, Excel, word etc)

UTB BANK ACCOUNTS:

Kigali Campus: COGEBANK: 130-10-24908-02 (FRW), 130-01-24908 (USD) SWIFT CODE: CGBKRWRW, BK: 0291764-21(FRW)/ 040-0291765-22 (USD), ECOBANK: 00100138008901-01 BPR: 583-4103012101-11, GTBANK: 220/199432/1/5118/0 (FRW)
Gisenyi Campus: COGEBANK: 002-01390142689-03 (FRW), BK: 00040-06933105-69 (FRW), BPR: 583-410301210252 (FRW), ECOBANK: 00101133800890101 (FRW), GTBANK: 220/199432/1/5118/1 (FRW)



University of Tourism, Technology and

Business Studies

P.O. Box 350, Kigali - Rwanda

Tel: (+250)-788306692

(+250)-788306203

Email: info@utb.ac.rw

www.utb.ac.rw

How to Apply?

Interested candidates should submit their application files including the following Application

- letter addressed to the Vice Chancellor of UTB
- A detailed curriculum vitae documenting experience and achievements, and three referees
- Notified degrees/certificates obtained
- No Hard copies are to be submitted in line with taking precautionary measures against the spread of Covid-19

The University offers an interesting remuneration package and excellent career prospects in a positive working environment. Candidates who are interested should submit their application in English not later than Wednesday 20th January 2021 to : Recruitment@utb.ac.rw

Only shortlisted candidates will be contacted for further action

Dr. KABERA Callixte, PhD

Vice Chancellor, UTB



UTB BANK ACCOUNTS:

Kigali Campus: COGEBANK: 130-10-24908-02 (FRW), 130-01-24908 (USD) SWIFT CODE: CGBKRWRW, BK: 0291764-21(FRW)/ 040-0291765-22 (USD), ECOBANK: 00100138008901-01 BPR: 583-4103012101-11, GTBANK: 220/199432/1/5118/0 (FRW)

Gisenyi Campus: COGEBANK: 002-01390142689-03 (FRW), BK: 00040-06933105-69 (FRW), BPR: 583-410301210252 (FRW), ECOBANK: 0010133800890101 (FRW), GTBANK: 220/199432/1/5118/1 (FRW)