



Kigali, January 11, 2021

JOB VACANCY

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 Revenue Accountant. Below are the Terms of Reference

Revenue Accountant: Job Description.

Reporting to the Chief Finance Officer, the Revenue Accountant is in-charge of reconciling all revenues including but not limited to:

Main responsibilities

- Perform University accounting operations and determine revenues.
- Work with accounts team to perform financial planning, analysis and reporting activities.
- Determine monthly revenue forecast and perform monthly revenue analysis and calculation.
- Generate monthly revenue and expenditure reports to management.
- Oversee financial transactions and process invoices in a timely manner.
- Prepare accounting records and financial reports as per company standards.
- Provide financial expertise based on company financial commitments and forecasts.
- Perform reconciliations of account receivables.
- Assist in financial audits and implement audit recommendations.
- Work in compliance with University accounting standards and guidelines.
- Present account reconciliation summary to management on regular basis.
- Utilize software applications for University accounting operations.
- Perform record-keeping of all financial operations.
- Identify and resolve outstanding balances on monthly basis.
- Perform regular bank reconciliation reports for university revenue accounts for review and approval
- Support in fees collection and recovery activities during CATs & Exams

UTB BANK ACCOUNTS:

Kigali Campus: COGEBANK: 130-10-24908-02 (FRW), 130-01-24908 (USD) SWIFT CODE: CGBKRW RW, 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)



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Education and/or Experience:

- Bachelors degree in Accounting or Finance
- Accounts Certification such as CPA or CAT is required
- At least 2-4 years of progressive experience in a similar role carrying out Bank reconciliation.
- Computer Skills: Knowledge of SAGE Accounting software; Microsoft Office (including Outlook, Excel, word etc)

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



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