

JOB ADVERTISEMENT – REVENUE ACCOUNTING OFFICER

Job Title: Revenue Accounting Officer
Reports to: Supervisor – Sales Processing and Accounting
Department: Finance Department
Duty Station: Kigali International Airport (KIA)

Job Purpose

The role will assist in the processing of all RwandAir Passenger and EMD sales.

1. Key Duties and Responsibilities

- Process and check imbalances in fares and taxes in the system
- Ensure timely closing of all batches allocated in the system.
- Ensure exceptional items are clear as they arise.
- Process exceptions refunds and apply all rules and regulations in the system.
- Attend all online refunds and apply all rules and regulations in the system.
- Ensure the high and low values are verified and reported for reconciliation.
- Ensure all refund floats are processed on time.
- Assist in the presentation of all relevant support work papers and reconciliations for external /internal audits.
- Carry out other duties that may be assigned from time to time by your immediate supervisor.

2. Desired Profile: Required education, Experience, and Abilities:

- Bachelor's degree with Second Class Upper Honors in Finance, Business Administration, or other finance-related degree.
- At least two (2) years of experience in the Finance or ticketing field.
- Certificate in Ticketing will be an added advantage
- Proficiency in using financial software and advanced skills in spreadsheet applications (e.g., Microsoft Excel)
- Strong written and verbal communication skills to interact effectively with team members, vendors, and clients.
- Ability to manage multiple tasks and priorities, stay organized, and meet deadlines.
- Capable of working collaboratively within a team environment and supporting senior finance staff as needed.
- A high level of professionalism, confidentiality, and adherence to ethical standards in handling financial information.
- Ability to identify issues, propose solutions, and apply critical thinking to financial tasks and challenges.
- Being fluent in English and Kinyarwanda, as well as knowledge of French, is an added advantage.

3. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;



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- Recent Curriculum Vitae.
- A photocopy of the Passport/National ID
- Copies of Degree/Diploma certificates
- Copies of relevant certificates.
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **August 18, 2024**.
Please apply via the link: <https://erecruitment.rwandair.com/>

NB: Only shortlisted candidates will be contacted.