

JOB ADVERTISEMENT – FINANCE OFFICER

Job Title: Finance Officer
Reports to: Finance Manager
Department: Finance
Duty Station: Kigali International Airport (KIA)

Job Purpose

The Finance Officer will Support the organization's financial operations, help ensure accuracy in financial reporting, and contribute to the overall efficiency of the finance department.

1. Key Duties and Responsibilities:

- Assist in maintaining accurate and up-to-date financial records, including ledgers and journals.
- Record financial transactions such as invoices, receipts, and payments.
- Process accounts payable and receivable transactions, including issuing and tracking invoices, and managing payments and receipts.
- Reconcile accounts and resolve discrepancies in payments and receipts.
- Enter financial data into accounting software or spreadsheets.
- Reconcile bank statements and other financial records to ensure accuracy.
- Assist in preparing monthly, quarterly, and annual financial reports.
- Help compile data for financial statements and management reports.
- Review and process expense claims and ensure they comply with organisational policies.
- Assist in tracking and managing departmental expenses.
- Help manage petty cash and perform reconciliations.
- Ensure that financial practices comply with organisational policies and regulatory requirements.
- Maintain organised records and documentation for audits and reviews.
- Aid in preparation for audits by gathering the necessary documentation and providing support to auditors.
- Communicate with vendors, clients, and internal departments regarding financial matters
- Perform other duties as assigned by senior finance staff.

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

- Bachelor's degree in Finance, Accounting, or Business Administration, with at least second class upper division
- Having Certifications such as a Certified Public Accountant (CPA) or Chartered Accountant (CA) will be an added value
- Must have 1-2 years of experience in finance and accounting.
- Hands-on experience with accounts payable/receivable, treasury, and financial reporting, even if through internships or academic projects, will be an added value
- High level of accuracy and attention to detail in managing financial data and transactions.
- Ability to analyse financial data, identify discrepancies, and assist in problem-solving.



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- Proficiency in using financial software and advanced skills in spreadsheet applications (e.g., Microsoft Excel).
- Familiarity with data entry and reconciliation processes.
- 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.

3. How to Apply:

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