

RwandAir Ltd is the flag carrier airline of Rwanda. It operates domestic and international services to East Africa, Central Africa, West Africa, Southern Africa, Europe and the Middle East from its main base at Kigali International Airport. Our mission is to provide unsurpassed, safe, and reliable services in air transportation, including strategically linking Rwanda with the outside world while ensuring a fair return on investment. As part of the expansion strategy, we are looking for interested, qualified, and competent candidates to fill the following position:

Job Title: Finance Officer – Flown Revenue
Reports to: Manager – Uplift (Flown Revenue)
Department: Finance
Location: Kigali International Airport

Job Purpose

The Finance Officer Flown Revenue is responsible for ensuring the completeness, accuracy, and timely recognition of passenger flown revenue by reconciling uplift data with ticket sales, validating flight coupon statuses, investigating revenue discrepancies, and supporting month-end revenue accounting processes. The role ensures compliance with accounting standards, airline revenue accounting policies, and internal controls.

1. Key Duties and Responsibilities:

Passenger Flown Revenue Processing

- Receive, review, and validate daily flight uplift reports from all operating stations.
- Reconcile uplifted passengers with flown ticket coupons and reservation system data.
- Ensure passenger revenue is recognized only after travel has occurred.
- Monitor the accuracy and completeness of flown revenue transactions.

Revenue Reconciliation

- Perform daily and monthly reconciliation between:

Flown coupons and manifested passengers.

- Investigate and resolve discrepancies identified during reconciliations.
- Escalate unresolved issues to the Manager – Uplift.

Exception Management

- Identify and analyze revenue exceptions such as:
 - Missing uplifts
 - Flown but unprocessed coupons
 - Manifest discrepancies
 - Duplicate uplifts

- Incorrect coupon statuses

Revenue Recognition

- Process passenger flown revenue in accordance airline revenue accounting policies.
- Ensure accurate recognition of passenger ticket revenue in the financial system.

1. QUALIFICATIONS, EXPERIENCE & SKILLS:

Qualifications and Experience:

- Bachelor's Degree in Accounting, Finance, Business Administration, Economics, or a related discipline.
- Professional qualification such as ACCA, CPA, or equivalent is an added advantage.
- IATA courses In passenger proration or passenger interline accounting is an added advantage

Experience

- Minimum of **2 years** of experience in finance, revenue accounting, airline accounting, or a related financial role.
- Experience in airline passenger revenue accounting or flown revenue processing is highly desirable.
- Knowledge of airline reservation and departure control systems (e.g., Amadeus Altea, or similar) is an added advantage.
- Proficiency in Microsoft Excel .
- Strong analytical, reconciliation, and problem-solving skills.
- Ability to work under pressure and meet strict reporting deadlines.

Job Specific Skills

- Flown coupon and passenger uplift reconciliation
- Airline revenue accounting processes and procedures
- Ability to identify revenue discrepancies and determine root causes

3. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae;
- Copies of Notarized Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID;
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **August 05, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.