

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 Specialist –SP/RA
Reports to: Manager, Sales Revenue
Department: Finance
Location: Kigali International Airport

Job Purpose

Supporting the airline with accurate sales processing, revenue reconciliation, and auditing of passenger and ancillary revenues. Focus on ensuring completeness and accuracy of ticket sales, collections, refunds, and revenue transactions, identifying discrepancies, and strengthening financial controls. Work closely with Commercial, Sales, Revenue Management, and Finance teams to improve revenue integrity, reporting, and operational efficiency.

1. Key Duties and Responsibilities:

Operational

- Process and validate daily airline sales transactions across ticket offices, travel agents, online channels, and other sales platforms.
- Reconcile ticket sales, payments, refunds, exchanges, and other revenue transactions between reservation, ticketing, payment, and financial systems.
- Conduct revenue audits to ensure completeness, accuracy, and proper accounting of passenger and ancillary revenues.
- Identify and investigate sales discrepancies, revenue leakages, underpayments, refunds, and irregular transactions, and follow up on corrective actions.
- Prepare daily, monthly, and periodic sales and revenue reconciliation reports for management.
- Ensure timely and accurate recording of sales and revenue in accordance with company policies and accounting requirements.
- Monitor sales settlements and collections, including agent and other distribution channel transactions.
- Perform revenue audits and exception reviews to strengthen internal controls and safeguard airline revenue.
- Work closely with Sales, Reservations, Commercial, Revenue Management, and Finance teams to resolve sales and revenue-related issues.
- Identify opportunities to improve sales processing, revenue auditing, reconciliation, and reporting processes.
- Maintain accurate supporting documentation and audit trails for internal and external review.
- Provide ad hoc sales and revenue analysis to support management decision making.
- Contribute to process automation and continuous improvement initiatives aimed at

improving revenue integrity and operational efficiency across RwandAir.

2. About You – Minimum Standard Qualifications;

Bachelor's degree in Accounting, Finance, Accounting & Finance, or a related field, with at least 3 years' relevant experience in airline sales processing, revenue accounting/auditing, or finance, including good knowledge of airline ticketing, GDS/ticketing systems, sales reconciliation, refunds, exchanges, BSP/ARC, and strong Excel and analytical skills.

Essential

- Working knowledge of Finance, preferably in the Airline industry, Transport, or FMCG Company.
- Proven experience in airline sales processing, ticketing, revenue auditing, reconciliation, or related financial activities.
- Practical knowledge of ticket issuance, reissuance, exchanges, refunds, cancellations, voids, and other ticketing transactions.
- Working knowledge of airline reservation, ticketing, sales processing, and revenue accounting systems.
- Experience handling high-volume sales and financial transactions with a high level of accuracy.
- Proven ability to work under pressure and meet strict operational and reporting deadlines.
- Proven experience in demonstrating flexibility to meet the changing demands of the business.

Preferred

- Professional qualification such as ACCA, CPA, or equivalent, and/or recognized training or certification in airline ticket proration and revenue accounting, will be an added advantage.
- Experience with GDS and/or airline reservation and ticketing systems will be an added advantage.
- Knowledge of BSP/ARC or other airline sales settlement processes will be an added advantage.
- Knowledge of airline fare rules, ticket proration, and revenue accounting practices will be an added advantage.

3. About You – Other Desired Competencies & Skills;

Job Specific Skills:

Essential

- Highly proficient in MS Office applications particularly Excel PowerPoint; and sound experience of finance ERP systems.
- Working knowledge of Data Analytics tools and investment appraisals tools
- Proven ability to work under pressure to defined time scales and budget.
- Excellent English language skills, both spoken and writing.
- Ability to prioritize and manage multiple projects/tasks.
- Excellent customer service and relationship management skills.
- Sound judgement, good problem solving and analytical skills.
- Continuous process improvement capability.



RwandAir

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- Ability to work under pressure to meet short deadlines.
- Proven quantitative and qualitative analytical and evaluative skills, incorporating problem solving, decision-making and creative thinking.
- Good communication skills, both written and oral, to suit experts and non-financial audiences.
- Ability to build and maintain effective internal relationships in order to be a “trusted business advisor”.
- Excellent working knowledge of relevant standards, principles, policies, systems and processes, procedures, guidelines, practice and regulations including Generally Accepted Accounting Principles (GAAP).
- Extensive knowledge and understanding of management accounting and financial management Principles and practices.

4. 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 **October 22nd, 2026**. Please apply via the link: <https://erecruitment.rwandair.com/>.