

*"Not to be served but to serve"*

January 20, 2026

## JOB ADVERTISEMENT

Wellspring Academy is a Christian international school located in Nyarutarama: 2 KG 270 St, Kigali, guided by a *vision to produce a new generation of servant leaders to bless Rwanda and display the best of Rwanda to the world. Our mission is to educate and equip students to become highly skilled, Godly leaders, and agents of community transformation.* Would you be interested in joining such a community?

We are inviting applications from passionate, qualified, and experienced candidates for the position of **Business Officer**.

### Why Join Wellspring?

At Wellspring Academy, we are a destination for curious minds, where academic excellence, Godly character, and servant leadership are nurtured through a Christ-centered curriculum.

### Serving at Wellspring Academy

Our team members are not just subject experts, they are mentors, role models, and spiritual leaders committed to shaping lives for God's glory.

### Key DUTIES AND RESPONSIBILITIES

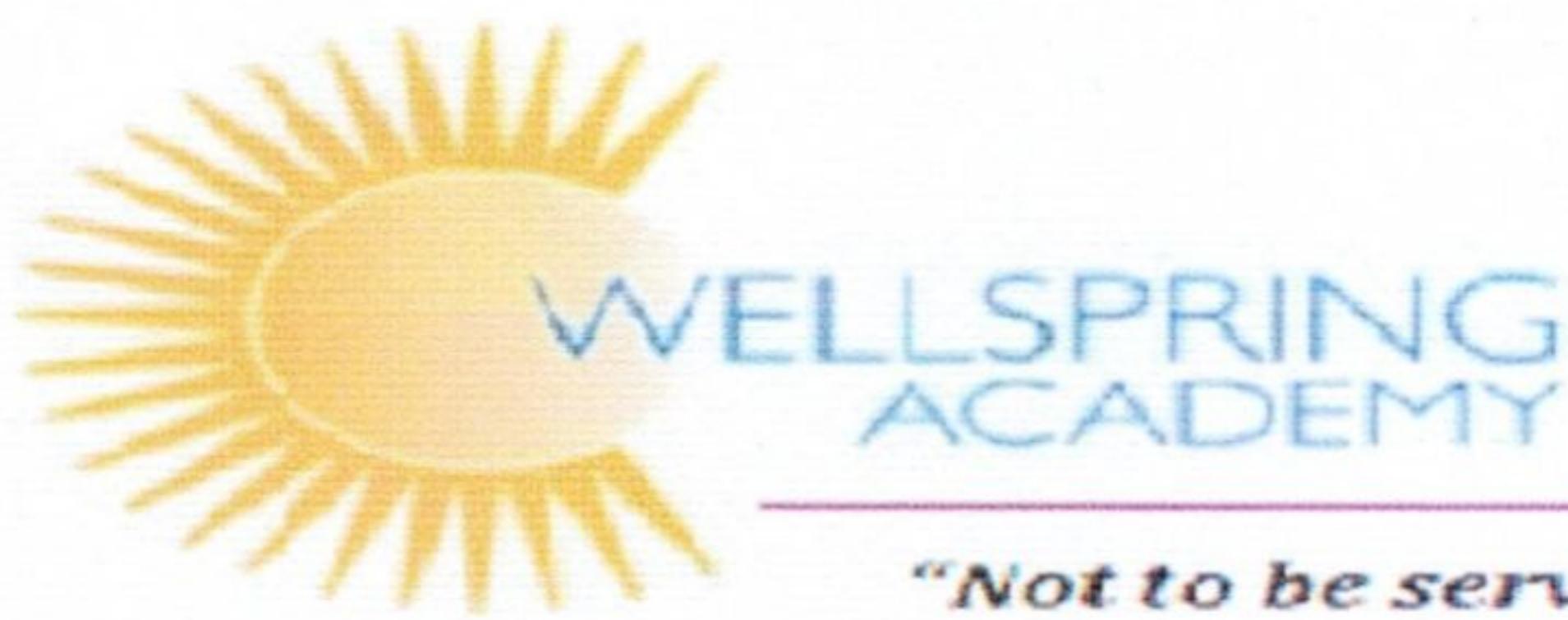
- Manage school revenues using QuickBooks accounting software, reconcile accounts, and prepare monthly reports in close collaboration with the finance team.
- Regularly monitor school fee collection to minimize uncollectible receivables.
- Monitor rental fees for school facilities to ensure proper maintenance of premises, as well as security, safety, and cleaning standards.
- Participate in securing funds to support the school in achieving its goals and objectives.

Wellspring Academy is a registered school of Cambridge Assessment International Education

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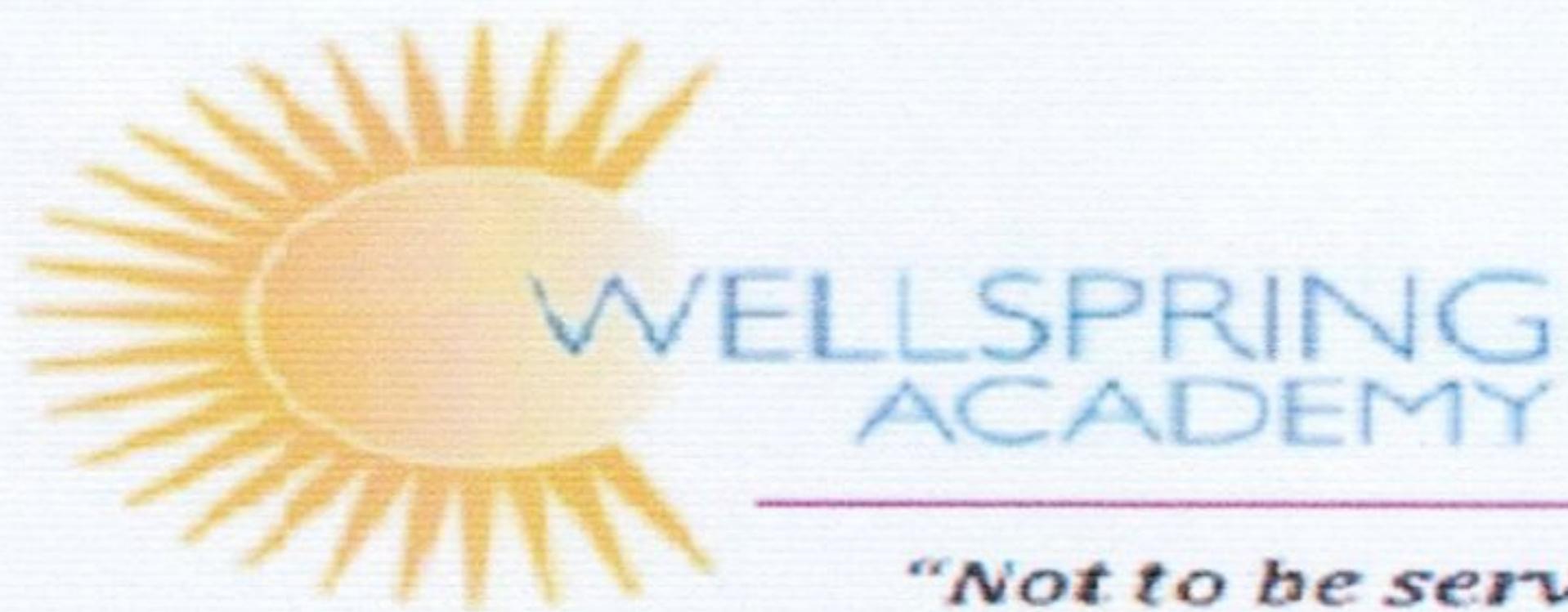
- Evaluate and refine current marketing and public relations strategies targeting specific markets.
- Diversify sources of revenue and reduce the Academy's dependence on tuition fees through entrepreneurial use of school facilities and programs.
- Regularly communicate updates on fee collection and reconcile student accounts.
- Review accounts receivable invoices for accuracy and compliance with school financial policies; research and resolve any tax, account, vendor, or budget issues found during review; review invoices for payment and check processing.
- Process and communicate the monthly reconciliation of receivable balance sheet accounts.
- Assist the Director of Administration & Finance in developing and compiling strategic financial management budgets and forecasts to ensure the Principal, leadership team, and Board receive timely and accurate advice on all financial and business matters, supporting the long-term sustainability of the school.
- Process and draft monthly, quarterly, and annual financial reports by reconciling all revenue accounts.
- Assist the Director of Administration & Finance in monitoring and reporting petty cash payments in a timely manner and facilitating the replenishment approval process.
- Develop and maintain complete, accurate documentation for all cash and credit revenues in the financial software system.
- Liaise with the procurement committee to ensure maintenance and building contracts comply with the school's financial practices on purchasing goods and services, within the financial limits approved by the school leadership team.
- Ensure the efficient and effective use of school assets, including buildings and equipment, when letting is involved to generate additional school revenue.
- Ensure that all premises-related issues, including health and safety, are addressed, and that inventories are maintained to support revenue generation.
- Ensure all letting of buildings and grounds aligns with school policies, maximizes income, and minimizes disruption to students.
- Ensure maintenance of school grounds for student safety while optimizing costs and generating rental income.
- Ensure the provision of effective and high-quality domestic services for the school.
- Develop an annual plan for service activities within and outside the school.
- Assist the Director of Administration & Finance with budget preparation, reporting requirements, and strategies for effective and efficient management of the school's facilities, including buildings and equipment.

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- Assist in collating, analyzing, and presenting information to the Wellspring Academy leadership on performance against targets set in the School Strategic Plan, providing solutions and options for improving academic and financial performance.
- Assist the Director of Administration & Finance in developing administrative procedures for accounts receivable functions.
- Perform other assigned duties, comparable or temporary, within the scope of knowledge and skills required by this job description

**Reporting Line:** Reports to the Director of Administration & Finance while independently managing assigned responsibilities.

#### **Qualifications**

- Bachelor's degree in Accounting or a related field (required).
- Possession of a CPA designation is highly desirable.

#### **Professional Experience and Skills**

- At least 3 years' experience in a similar role, preferably in a school setting (desired).
- Proficiency in QuickBooks for financial management, bookkeeping, and reporting.
- Strong communication skills in English and Kinyarwanda (oral and written).
- Excellent IT skills (Microsoft Word and Excel).
- Understanding of well-run revenue and accounts receivable processes.
- Knowledge of tax requirements for payments.
- Exceptional planning and organizational skills, including managing deadlines.
- Ability to analyze data and evidence of advanced ICT skills.
- Ability to use initiative and prioritize work.
- Accuracy and strong organizational skills.
- Ability to interpret legislation and regulations.
- Ability to consult and share decision-making with the senior team.
- Ability to follow instructions.

#### **Spiritual Qualities and Professional Characteristics**

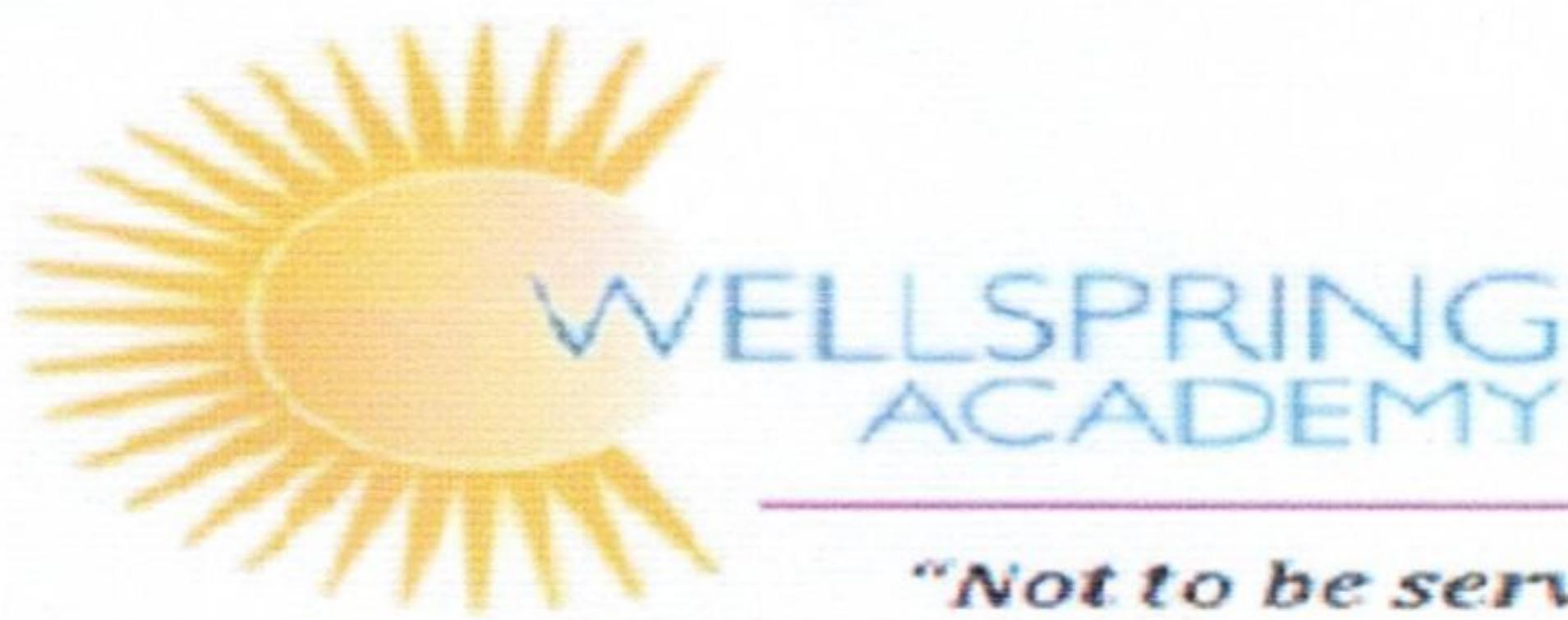
- A Christ-centered individual committed to growing in faith.
- Models a Christ-centered worldview, demonstrating integrity and servant leadership.

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- Excellent interpersonal skills, including collaboration, clear communication, encouraging and motivating others.
- Ability to work independently and take initiative.
- Passionate about supporting organizational efficiency and effective financial and resource management.
- Reflective, adaptable, and committed to continuous professional growth.
- Builds respectful and supportive relationships with students, staff, and parents.
- Works collaboratively within a team-oriented, multicultural school environment.

**Contract Type and Duration:**

Full-time position with an open-ended contract following successful completion of a one-year including three-month probationary period

**We Offer:**

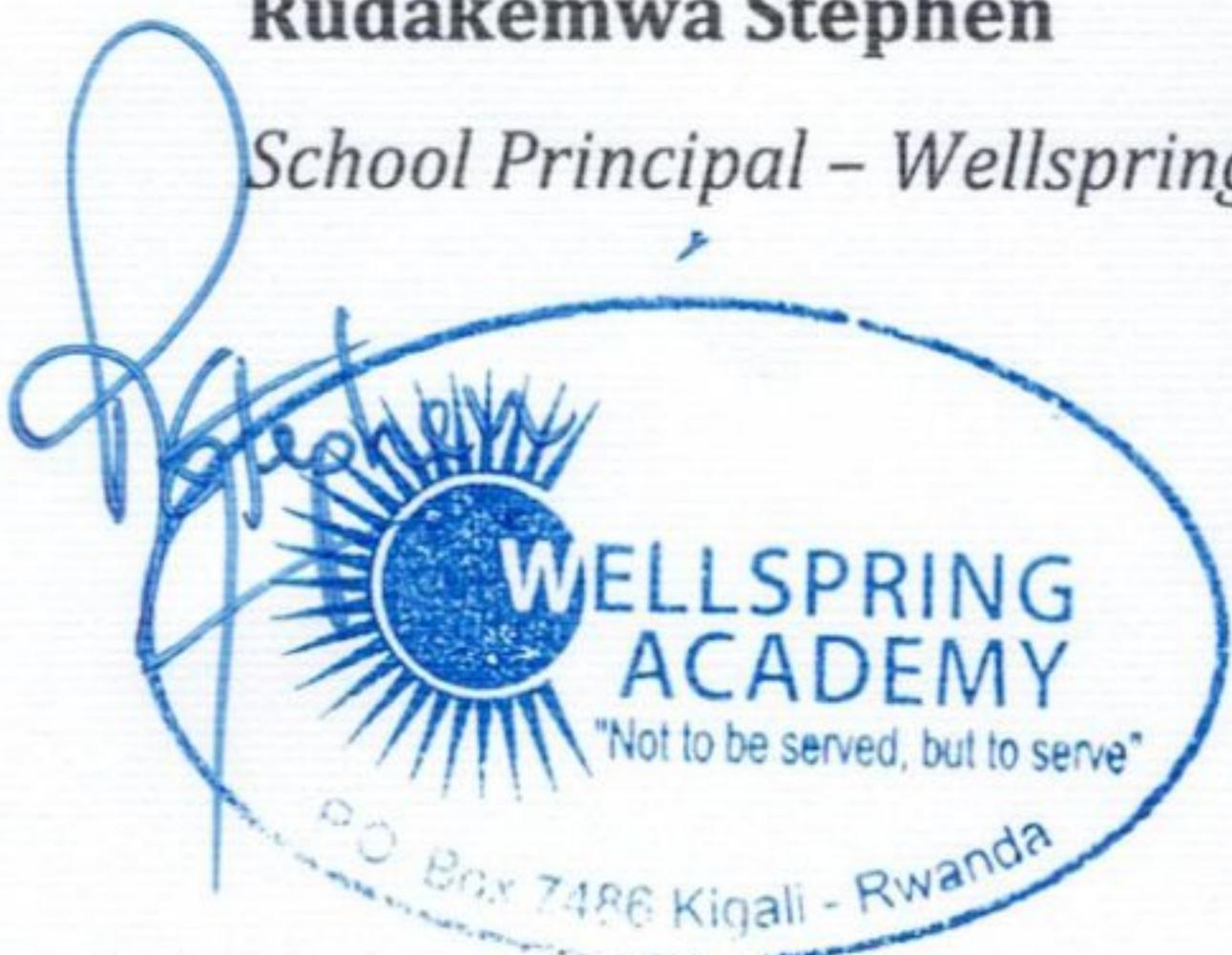
- A Christ-centered, nurturing, and professional environment.
- Opportunity to grow and serve in a purpose-driven community.
- Competitive package based on experience and qualifications.

Interested applicants are encouraged to apply **by January 30, 2026** via the following link:  
<https://forms.gle/rFEK3UfNNR244wCi8>

*Applications will be reviewed on a rolling basis, and interviews will continue until the position is filled. Don't wait for the deadline. Apply now!*

**Rudakemwa Stephen**

*School Principal – Wellspring Academy*



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