



**University of Tourism, Technology and  
Business Studies**

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**Kigali on 30<sup>th</sup> July 2024**

**JOB ANNOUNCEMENT**

The **University of Tourism, Technology and Business Studies (UTB)** is a private higher learning institution with the vision of becoming a center of excellence in the region for the quality of academic programs and to be a solution provider for the training of professionals in hospitality, tourism, business and information technology.

**Positions available**

1. Senior Accountant

**Job Description.**

Reporting to the Chief Finance Officer, the **Senior Accountant** is in-charge of all **accounting** activities. He is responsible for preparing financial and performance reports, assisting departments with annual budgets and reviews, internal control and tax management

All interested applicants who meet the listed criteria are requested to submit their applications addressed to the Vice Chancellor through the email address [recruitment@utb.ac.rw](mailto:recruitment@utb.ac.rw) not later than **Friday 9<sup>th</sup> August 2024 at 5:00PM**. **Submission of hard copies and late submissions will not be accepted.** Applications should include a Cover Letter, CV, copies of academic documents and National ID/Passport.

Only shortlisted candidates who meet the criteria will be contacted for interviews.

Details of available jobs are outlined in the annex (attached).

John NTAHEMUKA  
Ag. Vice Chancellor

**Positions Available:**

<b>Job Title</b>	<b>Number of Openings</b>	<b>Minimum Requirements/Education and/or Experience:</b>	<b>Main responsibilities</b>
<b>Senior Accountant</b>	1	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting or Finance</li> <li>• Professional accounting qualifications (e.g., CPA, ACCA) are highly desirable.</li> <li>• 5 - 8 years of progressive experience in accounting, preferably from Higher Learning Institutions.</li> <li>• Experience with financial reporting, budgeting, and auditing.</li> <li>• Computer Skills:               <ul style="list-style-type: none"> <li>- Knowledge of <b>SAGE evolution</b> accounting software is required.</li> <li>- Advanced level of <b>MS Excel</b> is required</li> <li>- Knowledge of other Microsoft Office (Word, Outlook, etc)</li> </ul> </li> </ul> <p><b>Competencies:</b></p> <p>To perform the job successfully, an individual should demonstrate the following competencies:</p> <p><b>Use of Technology</b> - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.</p> <p><b>Job Knowledge</b> - Competent in required job skills and knowledge; exhibits the ability to learn and apply new skills; - Keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.</p> <p><b>Problem Solving</b> - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem-solving situations; uses reason</p> <p><b>Communications</b> – strong verbal and written communication skills, expresses ideas and thoughts clearly and concisely; exhibits good listening and comprehension; keeps others</p>	<ul style="list-style-type: none"> <li>• Assist in the implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.</li> <li>• Review bank reconciliation from accountants</li> <li>• Supervises and participates in the preparation of financial statements and reports.</li> <li>• Ensure accurate and timely financial reporting</li> <li>• Enters and directs the entry and maintenance of accounting records to show receipts and expenditures.</li> <li>• Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.</li> <li>• Under the supervision of the Chief Finance Officer, reviews accounting and administrative controls.</li> <li>• Establishes system controls for new financial systems and develops procedures to improve existing systems.</li> <li>• Processes accounting transactions as per the International Accounting Standards</li> <li>• Ensures adherence to company's policies and procedures and coordination in both internal and external audit procedures.</li> <li>• Processes and controls invoices, bank statements and salaries in <b>SAGE</b> accounting system</li> <li>• Cooperates with tax authorities in case of tax reviews.</li> <li>• Supervise and mentor accounting staff.</li> <li>• Ensure data integrity and security</li> </ul>

adequately informed.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Inclusion:** includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external).

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Cost Consciousness** - Works within approved budget; develops and implements cost-saving measures.

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; upholds organizational values and is ethical and principled.

**Goal Oriented** - Sets and achieves challenging goals; demonstrates perseverance and overcomes obstacles;

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Supervisory Responsibilities**

Directly supervises all employees in the Accounts Section both at the head office and its campuses through:

Participating in hiring for the accounts section, training, planning, assigning, and directing work and appraising performance, rewarding and disciplining employees; addressing complaints, and resolving problems