

Internship vacancy announcement

University of Rwanda, Holdings Group Limited (UR-HG Ltd) is a limited company fully owned by University of Rwanda, its mandate is optimization of UR assets for the benefit of the University.

UR-HG Ltd has one (1) vacant position of Internship in accounting with transport allowances guaranteed

Job summary:

The accountant intern will be familiarized all activities in accounting and finance units of UR-HG Ltd in a professional manner and ensure the compliance with laws. The internee will be responsible for preparation of documents of payment under supervision of chief accountant and will be allowed to handle certain tasks as long as he/she get familiar with UR-HG Ltd internal control system.

Duties and responsibilities

- (a) Book keeping and reconciling all company books of accounts
- (b) Participate in developing and design billing and payment procedures.
- (c) Verify all records of income and expenses and file their supporting documents accurately
- (d) Participate in management of the company budget and Payment to suppliers,
- (e) Ensure accuracy and completeness of all accounting and financial records,
- (f) To participate in Taxes declarations and payments in accordance with Rwandan laws, rules and regulations.
- (g) Participate in Production of monthly, quarterly and annual company financial reports within 15 days of following month reported for.
- (i) Participate in Costing of all company services and consultancy services fees for clinical and other services offered by the company.
- (j) Participate in invoices preparation to insurance life companies and other customers in accordance to contractual and/or rules and regulations.
- (k) Participate in recovery and follow up of insurance invoices and other debtors.
- (m) Any other duties related to accounting and/or finance that may be assigned by management.

The ideal applicant must:

- a) Hold Ao of Business administration specializing in Accounting or Finance from a reputable University
- b) CPA or ACCA in progress (1st part/fundamental)
- c) Maximum of 3 years after graduation
- d) Be teachable, innovative, creative, problem solver and a lifelong learner
- e) Two referees of previous University authority (ies) or lecture(s) and their respective telephone contacts
- f) Familiarity with common medical electronic record systems is an added advantage.
- g) Be able to communicate verbally and in writing in English or French and Kinyarwanda or Swahili
- h) Demonstrate effective communication, good planning, and organization interpersonal skills.
- i) Be self-motivated, client focused, able to work under pressure and for long hours in busy environment

Interested applicants should send application letter, C.V, copies of certificates and copies of Identity cards or Passports to: **The Managing Director, University of Rwanda, Holdings Group Limited (UR-HG Ltd), P.O. Box 7575 Kigali, Rwanda**, submit in one pdf document of copies of above documents by **email to fam_khibdlimited@yahoo.com** and copy to bmukandeze@yahoo.com, not later than July 05th, 2019 at 5:00 pm. Short listed candidates will be contacted for interviews.

Done at Kigali 24/06/2019
UR-HG Ltd Management

