

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 – Receivables
Reports to: Accounts Receivable Manager
Department: Finance
Location: Kigali International Airport

Job Purpose

The Finance Officer – Receivables is responsible for the effective administration of the airline's accounts receivable function by ensuring timely billing, accurate reconciliation of revenue streams, efficient debt collection, and proper accounting of receivables. The role supports cash flow optimization through proactive monitoring of outstanding balances resolution of reconciliation discrepancies and preparation of timely financial reports while ensuring compliance with company policies, accounting standards and internal control requirements.

1. Key Duties and Responsibilities:

- Maintain accurate and up to date accounts receivable records ensuring all customer transactions are correctly recorded in the financial system.
- Perform reconciliation of receivable balances including customer accounts, sales transactions bank receipts, payment gateways, and the Accounts Receivable sub ledger against the General Ledger.
- Reconcile all airline revenue streams, including online sales, own office sales, travel agent sales corporate accounts and other receivable sources.
- Prepare review and issue customer invoices, debit notes, credit notes, account statements and other receivable documentation accurately and within agreed timelines.
- Monitor outstanding receivables follow up overdue accounts, and recommend appropriate recovery actions in accordance with the company's credit policy.
- Investigate and resolve billing disputes, payment discrepancies, unreconciled transactions, and customer account queries in collaboration with internal and external stakeholders.
- Prepare daily, weekly, monthly, and year end receivable reports, reconciliation schedules and management reports.
- Support month end and year-end financial close by preparing receivable reconciliations, journal entries, schedules, and audit support documentation.
- Ensure timely allocation of customer receipts and accurate matching of payments to outstanding invoices while resolving unapplied and unidentified receipts.
- Support revenue assurance initiatives by identifying revenue leakages, reconciliation exceptions, and process weaknesses, and recommending corrective actions.
- Ensure compliance with internal controls, accounting policies, statutory requirements, and audit recommendations while maintaining complete and accurate supporting documentation.



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- Participate in continuous improvement initiatives, including automation, process optimization, and system enhancements aimed at improving receivable management, reporting accuracy, and operational efficiency.
- Perform any other related duties assigned by the Manager Accounts receivables.

2. QUALIFICATIONS, EXPERIENCE & SKILLS:

Qualifications and Experience:

- Bachelor's Degree in Accounting, Finance, Business Administration,

Professional accounting qualification (CPA, ACCA or equivalent) is an added advantage.

Experience

- Minimum of two (2) years' experience in Accounts Receivable, Credit Control, Revenue Accounting, or Finance.
- Experience within the airline aviation, travel, logistics, or hospitality industry will be an added advantage.
- Experience using ERP systems such as Microsoft Dynamics or similar financial systems.

Job Specific Skills

- Ability to manage customer accounts, billing, collections, and receivable balances accurately and efficiently.
- Strong ability to reconcile customer accounts, sales transactions, bank receipts, payment gateways, and General Ledger accounts while identifying and resolving discrepancies.

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/>.