



VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT, AUGUST 2024

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda. (UR). Its business activities aim to optimize UR assets for the benefits of University.

UR HG Ltd/Polyclinic would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city and/or in provinces, for more details visit UR HG Ltd and UR website respectively; <https://holdingsgroup.ur.ac.rw/> and www.ur.ac.rw

Position& Grade	Job summary	Key basic requirements	Number
Operations officer/Accountant (G-3B)	Handle operations and/or accounting transactions, oversee Front desk offices, assist administration, and make activities report thereon	A reputable University degree in accounting option, ACCA, CPA or equivalent professional certificate (at least intermediate level), at least 3 years of experience at health facility will be added advantage	1

Interested applicants should submit copies of application letter, C.V, copies of degrees and/or certificates and Identity cards or passports in one pdf document by email to: urhg.recruitment@gmail.com, with cc to eugene.mugabo@rumacpa.com, ceo.urholdings@gmail.com , not later than Friday 09/09/2024 at 5h: 00 p.m. Short listed candidates will be contacted for written test on Friday 13/09/2024, while oral test for those who will pass written test is planned on Monday 17/09/2024.

Done at Kigali 28/08/2024

UR HG Ltd
Management



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TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimise UR assets for the benefits of University.

1. Operations officer/Accountant (G-3B)

(1) Job definition and description:

Accountant of UR-HG Ltd provides financial information to management by posting, analysing and preparing accounting data/information;

(2) Qualification & experience required:

The Accountant at UR-HG Ltd should have Bachelor's degree in Business Administration with specialization in Accounting with at least 2 years of experience. In addition to this, He/she is required to a CPA, ACCA, other equivalent accounting professional course certificate at least Part II (intermediate) with continuous ambition of Career development.

(3) Knowledge and Skills Requirements:

Accounting, Corporate Finance, Reporting Skills, Attention to Details, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills, knowledge of medical services billing and use of related software like Open Clinic and accounting softwre like QuickBooks would be added advantage.

(4) Duties & Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.



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- Contributes to team effort by accomplishing related results as needed.
- Ensure payables and receivables lists are updated and do recovery for receivables.
- Preparation and submission of required reports for company to Finance manager.

(5) Other responsibilities:

- Oversee the operations/transactions at Front desk offices
- Ensure pricing is correct
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Answer customers' questions and forward them to a manager if answer doesn't solve the issue
- Pleasantly deal with customers to ensure satisfaction
- Supporting company senior managers and staff
- Organizing special functions and social events in collaboration with management
- Preparing correspondence, documentation, or presentation materials
- Identifies marketing opportunities and partners by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.
- Improves services marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving services packaging; coordinating new services development.
- Performs any other duties assigned by the finance management consistent with the activities and mission of the company

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