



- HG Ltd

University of Rwanda-Holdings Group Ltd

VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT, FEBRUARY 2025

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 2 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 28/02/2025 at 5h: 00 p.m. Short listed candidates will be contacted for written test on Friday 07/03/2025, while oral test for those who will pass written test is planned on Wednesday 12/03/2025.

Done at Kigali 21/02/2025

UR HG Ltd
Management





- HG Ltd

University of Rwanda-Holdings Group Ltd

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 optimize 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.

(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.
- 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.





- HG Ltd

University of Rwanda-Holdings Group Ltd

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 28/02/2025 at 5h: 00 p.m. Short listed candidates will be contacted for written test on Friday 07/03/2025, while oral test for those who will pass written test is planned on Wednesday 12/03/2025.

Done at Kigali 21/02/2025

UR HG Ltd
Management

