



October 22, 2026

RWANDAIR CATERING LTD
KN5 RD, KIGALI
INTERNATIONAL AIRPORT
KIGALI RWANDA

JOB ADVERT

RwandAir Catering Ltd is a fast-growing In-flight Catering Company in Rwanda that started its operations from August 2014 and is providing catering services to scheduled airlines, private jet and charters. RwandAir Catering Ltd aims to be one of the biggest aviation catering companies in Africa in few years to come.

As part of this strategy, we are looking for interested, qualified, committed and competent candidate to apply for the position mentioned below:

ACCOUNTS ASSISTANT(RECIEVABLES)

Job Purpose:

The Accounts Assistant will make sure that sales and collections are recorded accurately and on time, in order to keep customer accounts up to date.

Job Title: Accounts Assistant
Department: Finance
Reporting to: Finance and Operations Manager for Royal Airport Café

Main duties and responsibilities:

The position holder will perform, but not limited to, the following duties and responsibilities:

- Invoice credit customers accurately and on time
- Capture sales invoices accurately in the system
- Post customer receipts and allocate them to the right invoices
- Perform daily bank and Momo reconciliations.
- Prepare customer statements and follow up overdue accounts
- Prepare the weekly ageing report and flag slow-paying accounts
- Reconcile customer accounts to the ledger
- Support month-end closing and provide schedules to auditors
- Keep invoices and supporting documents filed and easy to retrieve
- Any additional task as may be requested by the supervisor

Required Qualifications, Skills, Experience and Abilities

- Bachelor's degree in Accounting, or Finance
- 1 to 2 years' experience in in accounts receivable or general accounting
- Good knowledge of VAT and invoicing procedures.
- Competent in Excel and an accounting or ERP system.



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- Accurate, organized and able to meet deadlines.
- Clear communication with customers
- Handles confidential information with care.

How to apply

If you meet all the above criteria, send in your:

- Application letter addressed to Head of HR & Administration specifying the position you are applying for in English
- Recent Curriculum Vitae, including three referees with their personal telephone contacts and E-mail addresses; in English
- Recent Notarized certificate/ Diploma
- All documents must be signed and dated
- Send at hr.admin@rwandaircatering.rw
- Deadline: 29/10/2026 at 5:00 p.m.

N.B

1. Only shortlisted candidates will be contacted.

2. The job position is for One year contract renewable

