UMUTANGUHA
Finance Company Plc
Imari kuri bose/ Finance for all
RÉSEAU
FINAFRICA

ADVERTISEMENT OF VACANT POSTS TO THE POSITION OF CASHIERS/TELLERS

UMUTANGUHA Finance Company (UFC) Plc, a company duly registered in the office of the Registrar General under company code number 101310843, licensed by National Bank of Rwanda to operate as Micro Finance Institution in Rwanda headquartered in Kigali, Opposite Nyamirambo Pele Stadium, House # 177, KN2 Avenue, P.O Box 2998 Kigali, Tel 0788387730, email: info@ufinance.co.rw is recruiting self-motivated, creative, persuasive individuals with excellent communication and sales skills to fill the positions of Cashiers with the following duties and responsibilities:

A. Responsibilities with regard to saving mobilization

Under direct supervision of the Branch Manager, the cashier is in charge of all cash transactions with the following key responsibilities:

- Receive clients and provide the maximum customer care and serve them within set timelines
- Receive deposits from customers and post entries into their accounts
- Process customer withdraws transactions
- Prepare cash reconciliation reports
- Close tills, print cash transaction reports and file cash slips
- Guide clients and provide basic information on products
- Any other task as assigned by his/her supervisor.

Requirements:

- Bachelor's degree in Accounting, Economics, Management, Finance and Banking and related fields;
- Excellent understanding of the bank operations;
- Having experience in financial institution will be an added value
- Three recommendation letters with details of referees contacts (Email, Telephone, working addresses);
- Negotiation and strong analytical skills
- Excellent and effective communication skills, both orally and in writing
- Able to work in any UFC Plc Branches located in all provinces in Rwanda
- Maximum age 35 years' old
- Excellent sales skills

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Application documents:

- Application letter
- Curriculum vitae
- Copy of ID card
- Studies documents (copies of Certificates, academic transcripts, degree, etc)
- Training and experience documents

Note: All documents should be scanned in one document and be electronically submitted to: ufc.recruitment@ufinance.co.rw (Please mention the position you are applying for in the email subject).

The deadline for receiving applications is 30th November 2026 at 5:00 PM

NB:

✓ Only short-listed candidates will be contacted progressively.

Done at Kigali, 17th November 2026.

UMUTANGUHA FINANCE COMPANY Plc
UFC
P.O.Box: 2998 KIGALI
Code: 101310843
HEAD OFFICE

Mrs. Josephine MUKUNDIYIMANA
HR& Admin Manager

Mr. Simeon SIBOBUGINGO
Ag. Chief Executive Officer