



October 22, 2026

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:

PAYABLE OFFICER

Job Purpose:

The Payable Officer will make sure all suppliers are paid accurately and on time, and only for goods and services RwandAir Catering has actually received, in full compliance with company policies.

Job Title: Payable Officer
Department: Finance
Reporting to: Finance Manager

Main duties and responsibilities:

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

- Receive and verify supplier invoices against EBM, purchase orders and goods received notes, record them in QuickBooks and resolve any differences.
- Prepare weekly payment schedules based on due dates and the cash position agreed with the Finance Manager.
- Prepare payment vouchers with full supporting documents, route them for approval and process approved payments
- Reconcile supplier statements and the payables control account with the ledger every month, and clear differences promptly.
- Prepare monthly bank reconciliations and follow up unreconciled items.
- Maintain the supplier master file, with any change to bank details verified and approved.
- Answer supplier queries on invoice status and payment dates.
- Record accruals for goods and services received but not yet invoiced.
- Prepare the monthly payables ageing report.



- Facilitate internal and external auditors and provide the information and documents they request.
- Participate in stock counts every month
- Comply with financial policies and regulations.
- Submit weekly and monthly reports on work done, challenges and proposed solutions.
- Perform any other tasks assigned by supervisors.
- Petty cash management and ensure a monthly reconciliation is done.
- Ensure proper Filing and putting together administrative documents

Required Qualifications, Skills, Experience and Abilities

- Bachelor's degree in Accounting, or Finance.
- Plus, one or more of the following certifications (CPA, ACCA or CAT).
- 2 to 4 years' experience in an accounts payable or general accounting role.
- Proficiency in accounting software, especially QuickBooks, and Microsoft Excel.
- Strong attention to detail and good analytical skills.
- Ability to work under pressure to meet payment and reporting deadlines.
- Good communication skills with suppliers and internal teams.
- Integrity and discretion with supplier and payment information.
- Strong Payroll Experience
- Experience with general ledger functions

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: 4/11/2026 at 5:00 p.m.**
- **Only shortlisted candidates will be contacted.**

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KIGALI RWANDA