



**University of Tourism, Technology and  
Business Studies**

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Kigali, 15<sup>th</sup> February 2017

**JOB VACANCY**

**Background**

University of Tourism Technology and Business Studies (UTB), a private Institution of Higher Learning providing programmes in line with the requirements of the Rwandan Framework for Higher Education and Associated code of practice.

It's vision is to become a centre of Excellence in the region for the quality of academic programmes and to be a solution provider for the training of professionals in the area of Hospitality, Tourism, Business and Information Technology.

It is in this line that, it seeks to recruit the following candidate:

**1. INTERNAL AUDITOR**

**Responsibilities :**

1. Reviewing compliance and ensuring the university is adhering to rules, codes or practice, ethics, internal guidelines and principles
2. Develop and maintain effective and professional working relationship with all levels of staff within the organization including senior management and audit committee of the Board.
3. Conducting audit in a professional way in accordance with internal standard and identifying key observations
4. Identify and report to the management all risk areas in the institution
5. Work with the management to ensure an internal control is in place at all levels, and ensures that all major risks of the institution are identified and analyzed on a monthly basis
6. Assess the applicability of the IASs as recommended by IFRS and to review the records for accuracy and conformance to standards
7. Review and report on the accuracy, timelines and relevance of the financial and other information that is provided for management
8. To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
9. To conduct any review or tasks requested by external auditors or management
10. To prepare draft report of audit work performed, findings and recommendations to management for corrective action and work with external auditors

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UTB BANK ACCOUNTS: 

COGEBANK: 130-10-24908-89(FRW), 130-01-24908 (USD) SWIFT CODE: CGBKRW, BK: 0291764-21(FRW)/ 040-0291765-22 (USD), ECOBANK: 00100138008901-01, BRD: 2000062760132(FRW)

11. Assist in the development and preparation of annual internal audit plan
12. Conducts investigations of suspected internal fraud

### Qualifications

- Bachelor's degree in Finance, Accounting, Management
- To have ACCA or CPA diploma is an added advantage
- Minimum of 5 years of work experience as an Internal Auditor or an Accountant

### Desired skills and qualities

- Demonstrated proficiency using MSWord, Excel, Power Point and Sage compta or any other accounting software.
- Excellent interpersonal and communications skills both written and verbal (English and French)
- Self motivated and high customer care oriented
- High integrity with strong ethics and values and honest
- Good understanding of accounting principles and financial statement
- Good understanding of the university's risk and control
- Strong analytical of capability
- High innovative and creative spirit
- Rwandan by nationality

### How to Apply?

Interested candidates should submit their application files including the following documents at UTB main campus located at Sonatube Inind house:

- Application letter addressed to the Vice Chancellor of UTB
- A detailed curriculum vitae documenting with experience and achievements, and three referees
- Notified degrees obtained
- Photocopy of the National ID
- Other testimonials

Application documents should be addressed to the Vice Chancellor of UTB and deposited at the reception of UTB not later than February 28<sup>th</sup> 2017 at 5 pm.

Only shortlisted candidates will be contacted for the written test and interview.

With regards,

KABERA Callixte  
Vice Chancellor



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