



## **SPECIAL DRIVERS UNITED LTD**

**Kigali City, Gasabo District, Kimironko Sector, Bibare Cell**  
**KG 200St, Plot 31 TIN:108793727 Email: specialdriversunited@gmail.com**  
**Phone: +250 788 380 296, +250 786 294 476, +250 785 758 153**

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SPECIAL DRIVERS UNITED (SDU) is a Rwandan-owned land transportation company limited by shares. The company was founded and registered with the Rwanda Development Board (RDB) in April 2019 and was issued with a license by the Rwanda Utilities Regulatory Authority (RURA) in May 2019. The company operates as a common billing platform for a group of vehicles owners. This enables the company to access the corporate market which includes government agencies and private companies. Special drivers united (SDU) is seeking to recruit an experienced Recovery Officer, the required skills and other requirements are outlined below.

### **Reporting to the Head of Finance he or she will have below main duties:**

- Prepare clients invoices in accounting system and related EBMs,
- Deliver the invoices prepared to clients,
- Make follow up on clients' payments and bring proofs to Finance Department and know exactly if the payment has been credited to company accounts,
- Prepare reminding messages to clients who default payment on time,
- Daily reconciliation of clients' accounts,
- Collect account information for each client,
- Analyse clients' accounts to make sure they are accurate,
- Update clients' accounts where necessary,
- Make follow up and evolution of clients' payments,
- Negotiate with clients on any payments alternative,
- Prepare a weekly credit meeting with MANCOM,
- Report of weekly credit meeting,
- Accept to work extra hours where necessary

### **Requirements for the position:**

Rwandan with Honor's degree in Accounting or any other related field,

Experience of at least 2 years as recovery officer,

Ability to work in a complex environment serving many partners,

Having scored at least 65% or equivalent in University studies,

Ability; to work with a high degree of accuracy and attention to details while working under pressure,

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Ability to act with tact, diplomacy, discretion and respect for confidentiality,  
Ability to; set priorities, organizing work while meeting deadlines and cope with work changes,  
Ability to take responsibility, set goals with expectations and assess them, quality to work with teams,  
Proficiency in MS Office Suite and deep knowledge of at least two accounting softwares with proofs

Interested candidates should send their application all in one file: Cover Letter, CV with 3 persons references, Academic certificates and others professional trainings, Proof of Experiences and everything that must prove every requirement above, and addressing the application to SDU chairperson via E-mail: [specialdriversunited@gmail.com](mailto:specialdriversunited@gmail.com) or in hard copies at the Head offices of SDU Ltd (KG 200St, Plot 31, Kimironko, Gasabo, Kigali) not later than .....12/04/2024. Only shortlisted candidates will be contacted.

Done at Kigali on 03/04/2024

Hatibu Rwakayikara



SDU LTD Chairperson

