



RECRUITMENT NOTICE

COPEDU PLC is a trading company engaged in savings and credits. It was registered as a trading company in the Development Bank (RDB) on February 21, 2013, and licensed by the Central Bank of Rwanda (BNR) on 13/03/2014 to operate as a microfinance institution in Rwanda.

COPEDU PLC invites interested candidates to apply for the *Cashier* position.

GENERAL DESCRIPTION

The Cashier is responsible for processing cash withdrawal or deposit operations, transfers, and other banking transactions. It is also responsible for guiding and advising customers by offering them the products and services marketed by COPEDU PLC.

TASK DESCRIPTIONS

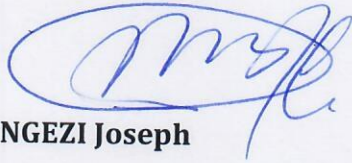
- Process and record the day-to-day transactions of the bank's customers: receiving and cashing deposits, making withdrawals, and cashing cheques;
- Do foreign exchange transactions, Western union, Money gram, etc;
- Make the necessary checks to avoid fraud and errors;
- Proceed to the daily closing of the cash registers by generating the daily cash position;
- Order and hand over the cash register parts to his manager at the end of the day;
- Report anomalies to his/her manager;
- Perform other miscellaneous cash operations;
- Perform any other similar duties assigned to her/him by his/her superiors.

PROFILE AND QUALIFICATIONS REQUIRED

- Degree in Economics, Finance, Accounting, Law, Management, or a similar field
- Be under 28 years of age
- Mastery of computer tools and Microsoft Office software
- Be rigorous in the application of procedures and in their accounts
- Have a good organization
- Consider the details
- Interpersonal skills
- Ability to work under pressure and in a different environment
- Integrity and ethics

All Applications must include a motivation, ID Copy, a detailed Curriculum Vitae, and a copy of the degree; which will be sent to the following e-mail address: hr-recruitment@copeduplc.rw no later than Friday, **June 9th, 2023**.

Done at Kigali, 24 May 2023.



NYANGEZI Joseph

Ag. Managing Director



COPEDU PLC
Twizigamire Tugurizwe Dutse Imbere