

## **UFE IS RECRUITING ITS ACCOUNTANT**

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### ***UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ***

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Founded in 2002, Université Française d'Égypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders. A promise to receive unparalleled high-quality educational programs, a solid integration into the job market, and a dedication to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is ready to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2025-2026, which will be a paradigm shift in UFE's educational and student life offerings alike.

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### ***THE POSITION***

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We are seeking a motivated and detail-oriented Accountant to join our finance team. The ideal candidate will have hands-on experience, of the chart of accounts, and proven experience in maintaining accurate financial records to support our diverse operational needs.

#### **Key Responsibilities**

- Manage daily accounting operations, including accounts payable and receivable.
- Perform bank reconciliations and general ledger entries.
- Ensure the accuracy and integrity of financial data within the ERP system.
- Collaborate on monthly closing and reports.
- Ensure the company document Workflow with the local regulations and internal policies.
- Communicate effectively with internal and external stakeholders.

### **Education and Experience**

- Bachelor's degree in accounting, finance, or another relevant field.
- 3-4 years of proven experience as an accountant or in a similar financial role.
- Proficiency of French, Arabic and English.

### **Profile Sought**

- Solid understanding of accounting principles.
- High proficiency in Microsoft Excel and other relevant accounting software.
- Strong analytical skills, keen attention to detail, and excellent problem-solving abilities.

### **The application should include:**

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- Previous experience letters.
- A list of two or three references.
- The Cover letter and the CV should be submitted in English or French.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with Prof. Mayada Belal, General Secretary

([mayada.belal@ufe.edu.eg](mailto:mayada.belal@ufe.edu.eg))

Applications should be sent to

**[presidence@ufe.edu.eg](mailto:presidence@ufe.edu.eg)**

**[hr@ufe.edu.eg](mailto:hr@ufe.edu.eg)**

Deadline to apply: December 15<sup>th</sup> ,2025