

UFE IS RECRUITING ITS ACCOUNTS MANAGER

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ

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.

THE POSITION

Oversees daily accounting operations, approvals, and reconciliations while leading the Odoo ERP transition and system validation. Prepares monthly financial reports, variance analyses, and inventory summaries for leadership. Collaborates with auditors, ensures policy compliance, and drives process improvements for timely, accurate reporting.

Key Responsibilities

- Review all journal entries, general ledger postings, accounting instructions, and disbursement and collection documents.
- Submit quarterly reports on audit results to the Financial Controller on the 15th and 30th of each month.
- Provide necessary support to the team and assist with daily tasks (if needed).
- Establish a standardized financial performance system in collaboration with the Finance Sector Manager for all university financial operations.
- Contribute to the development of the Enterprise Resource Planning (ERP) system (Odoo), compare results with the old financial system, and ensure the efficiency of the new system's processing capabilities when implemented independently.
- Provide financial analyses to the Finance Sector Manager as required, to be included in the analytical financial reports prepared by the Finance Sector Manager.
- Offer input and assist in preparing monthly and annual reconciliations.
- Monitor inventory in all its forms.
- Cooperate in audit work with the government agency, in addition to... External Auditor of the University



- Implement the Finance Director's plans to improve procedural financial performance with the targeted quality and timeliness.
- Conduct a monthly comparison of general accounts (disbursements, collections, and settlements) and submit reports on discrepancies and their causes (to be submitted to the Finance Director and the Financial Auditor).
- Implement the university's financial policies.

Education and Experience

- Bachelor's degree in accounting.
- 7-10 years of progressive experience in financial accounting, taxation, and internal audit.
- Prior experience with a chartered accountancy firm is essential.
- Comprehensive expertise in all tax-related matters (income tax, VAT, etc.) combined with strong internal audit capabilities.
- Hands-on experience with the Odoo ERP system is highly preferred.
- Proficient in English (written and spoken).
- Demonstrated ability to manage full-cycle accounting, ensure regulatory compliance, and support audit readiness across all financial functions.

Profile Sought

- A financially skilled professional who can analyze data, spot issues, and offer practical solutions.
- Pays close attention to every transaction and report to ensure accuracy and full compliance.
- Comfortable working with systems like Odoo and improving daily workflows.
- Works smoothly with teams, auditors, and officials, always acting with honesty and professionalism.

The application should include:

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- 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 Mr. Mohamed Okasha, HR Director

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

Applications should be sent to

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply: August 20,2026