

JOB VACANCY

ACCOUNTING & TAX MANAGER

 **Location:** Nyamata, Rwanda

 **Experience:** Minimum 3 years as a Accountant &Tax Manager

JOB SUMMARY

We are looking for a reliable and experienced accounting professional to lead the Accounting & Tax function of our growing business advisory firm. The successful candidate will initially manage accounting activities independently and will progressively supervise additional accountants as the client portfolio grows.

KEY RESPONSIBILITIES

- Manage bookkeeping and accounting for client companies, SMEs, NGOs and other organizations.
- Prepare and review financial statements, management reports and reconciliations.
- Handle Rwanda tax compliance, including VAT, PAYE, corporate income tax and other applicable tax obligations.
- Ensure timely and accurate tax filings and compliance with RRA and other relevant authorities.
- Manage payroll and related statutory obligations, including RSSB where applicable.
- Establish proper accounting procedures, internal controls and document management systems.
- Assist clients with budgeting, cash-flow management, financial analysis and business advisory.
- Support business registration, financial projections, feasibility studies and business plans when required.
- Communicate directly with clients and provide professional accounting and tax advice.
- Maintain confidentiality and ensure accuracy, integrity and timely delivery of all accounting work.
- As the firm grows, train, supervise and review the work of junior accountants.

REQUIREMENTS

- Bachelor's degree in Accounting, Finance or a related field.
- Minimum 3 years' experience in a senior/chief accounting role, or 5 years' relevant accounting experience.
- Strong knowledge of Rwanda accounting and tax requirements.
- Proficiency in accounting software such as Tally, QuickBooks, Sage or Odoo.
- Strong Excel and financial reporting skills.
- Ability to work independently, manage multiple clients and meet deadlines.
- Strong communication, organizational and problem-solving skills.
- CPA/ACCA qualification or progress toward professional certification is an advantage.