

JOB ADVERTISEMENT – TAX OFFICER

Job Title: Tax Officer
Reports to: Senior Tax Specialist
Department: Finance
Duty Station: Kigali International Airport (KIA)

Job Purpose

To ensure the company's compliance with tax laws in all countries where it operates, it effectively manages monthly tax declarations to protect the company from tax-related risks and contribute to its financial management success.

1. Key Duties and Responsibilities:

- Assisting with preparation and calculations of taxes and social security contributions required for monthly, quarterly and annual payments to respective tax authorities
- Monitoring and ensuring timely tax declarations for all stations where the company is required to file tax returns
- To ensure timely declaration and filing of social security contributions and other statutory deductions of employees for head office and outstations.
- Preparing all documents required for payment of taxes declared, submitting them to treasury and following up on payment
- Keeping and ensuring proper records of tax returns, transactions, agreements and any other documents for all stations where the company operate
- Monitoring accounts to ensure that tax expenses and payments are correctly captured and posted in respective accounts;
- Preparing and provisions of any tax-related documents that may be required for review or during audit;
- Assisting with the reconciliation of sales and revenue accounts as per trial balance and revenue declared for Value Added Tax (VAT) purposes
- Submitting weekly and monthly reports showing the work done, the challenges encountered and proposal of solutions to the challenges
- Handling any other task as may be requested by supervisors

2. Desired Profile: Required education, Experience, and Abilities

- Bachelor's degree in Finance, Business Administration, or other finance-related degree.
- At least three (3) years of experience in tax-related work, Finance or Accounting. Having experience working with the tax authority is an added advantage.
- To have completed or started pursuing professional courses (ACCA or CPA)
- Should have the ability to analyse financial information and tax laws to determine the tax implications for the business
- Ability to identify tax-related issues and develop effective solutions that minimise tax liabilities.
- Ability to pay attention to details to ensure that all tax returns, calculations, and documentation are accurate to avoid errors that could lead to penalties or audits
- Can negotiate with tax authorities or external auditors on behalf of the company to resolve disputes or agree on tax assessments



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- Stay updated on changes in tax legislation and understand how these changes affect the company
- Have the ability to manage multiple tax-related projects simultaneously, ensuring that all deadlines for tax filings and payments are met
- Being fluent in English and Kinyarwanda, as well as knowledge of French, is an added advantage.

3. How to Apply:

- An application letter addressed to the Chief HR & Administration Officer;
- Recent Curriculum Vitae.
- A photocopy of the Passport/National ID
- Copies of Degree/Diploma certificates
- Copies of relevant certificates.
- Three referees

The deadline for submitting application documents (**Only PDF Format**) is **August 18, 2024**. Please apply via the link: <https://erecruitment.rwandair.com/>

NB: Only shortlisted candidates will be contacted.