

- o Position: **Tax Compliance Manager-Eastern Africa (for logistics sector)**
- o Location: **Kigali, Rwanda**
- o Job type: **Full-Time**
- o Available Position: **1**

## **Job Description- Tax Compliance Manager**

### **1.Financial Record keeping**

- Maintain financial records: Ensure that all financial transactions are accurately recorded in the organization's books and ledgers.
- Reconcile accounts: Regularly compare financial records with bank statements to ensure that all amounts match and are correctly documented.

### **2. Preparation of Financial Statements**

- Generate financial reports: Prepare financial statements for the branches in East African countries (Rwanda, Kenya, Tanzania, Uganda) including balance sheets, income statements, cash flow statements, and equity statements, in accordance with accounting principles and standards (GAAP or IFRS).

### **3. Tax Preparation and Compliance**

- Prepare tax provisions schedules, returns, payments, reports and maintain a company's tax database
- Find tax solutions to complicated tax issues or errors from incorrect tax filings
- Identify legal tax savings and recommend ways to improve profits
- Make sure that clients comply with local tax regulations
- Advise management about the impact of tax liabilities and corporate strategies or new tax laws
- Coordinate outsourced tax preparation work

-Accurately prepare quarterly and annual tax reports

-Keep up-to-date with tax changes and industry trends by participating in educational opportunities, participating in professional organizations, keeping up with professional networks and reading professional publications

#### **4. Audit and Internal Controls**

-Assist with external audits: Provide necessary documentation and support to external auditors during the auditing process.

#### **5. Accounts Payable and Receivable**

-Accounts payable: Manage outgoing payments to suppliers, vendors, and creditors, ensuring that payments are made on time and that records are accurate.

-Accounts receivable: Oversee incoming payments from customers, ensuring proper invoicing and

#### **6. Financial Systems and Software Management**

-Use accounting software: Leverage financial software (e.g., QuickBooks, Sage) for bookkeeping, reporting, and analytics.

-Maintain systems: Ensure accounting software and systems are up-to-date and functioning correctly to streamline operations.

#### **7. Adherence to Regulations**

-Compliance with standards: Ensure that accounting practices comply with legal regulations, accounting standards, and corporate policies.

-Risk management: Identify financial risks and implement measures to mitigate them, ensuring financial stability.

8. Acceptable for business trips to Kenya, Tanzania, Uganda, Ghana, Ivory Coast etc.,

### **Job requirements**

- Bachelor's degree in accounting, finance, or a related field

- CPA or other relevant certification preferred
- At least 5+ years of experience as a Tax Accountant or in a similar role in the field (Logistics, International transportation, Express) preferred.
- Strong knowledge of tax laws and regulations
- Excellent analytical and problem-solving skills
- To be proficient in operating financial systems, including **QuickBooks** and **Sage**.
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work independently and in a team environment
- Ability to maintain confidentiality and handle sensitive information

### **Benefits**

- Opportunity for career advancement and professional development within the company.
- 18 days annual leave and Medical insurance.
- Joining a dynamic and collaborative work environment dedicated to success and innovation.