



## PRAETA CONSULT LTD

Bridging Markets · Simplifying Paths · Building Futures  
Your Partner in Rwanda  
TIN: 156163761 | Kigali, Rwanda |  
careers@praetaconsult.com

### VACANCY ANNOUNCEMENT

## Accountant & Tax Compliance Officer CPA (Rwanda)

 Location: Kigali, Rwanda

 Company: Praeta Consult Ltd

 Type: Full-Time

 Reports to: CEO / Managing Director

### About Praeta Consult Ltd

Praeta Consult Ltd is a modern business facilitation platform helping local and international entrepreneurs start, manage, and stay compliant with their business operations in Rwanda. We are building a tech-enabled advisory model and are looking for a CPA who will be the financial backbone of our operations.

### Key Responsibilities

- Manage client accounting files and prepare/review monthly and annual financial statements.
- Oversee all tax compliance: CIT, VAT/TPR, PAYE, WHT — filing via RRA e-portal.
- Design and maintain accounting and tax workflow templates for the platform.
- Handle Praeta Consult's own internal accounts, payroll, and statutory filings.
- Collaborate with the technology team on financial data structures and integrations.
- Establish internal controls, SOPs, and quality standards for all financial outputs.

### Candidate Profile

- CPA Rwanda (or ICPAR-recognised equivalent) with active ICPAR membership — mandatory.
- Strong, demonstrable knowledge of Rwandan tax law and RRA e-filing procedures.
- Practical experience with financial statements and multi-client tax compliance.
- Comfortable managing multiple client files and working with digital tools.
- High ethical standards, structured thinker, and zero-tolerance for filing errors.

### What We Offer

- Competitive compensation package aligned with qualifications and experience.
- A front-row seat in building a new tech-enabled business advisory platform in Rwanda.
- Direct collaboration with the founding team and leadership.
- Growth path towards a senior finance or CFO-level role as the Company scales.
- Professional development support including ICPAR CPD activities.

## How to Apply

Send the following documents to: [careers@praetaconsult.com](mailto:careers@praetaconsult.com)

- Updated CV (maximum 3 pages)
- Cover letter focused on your tax and compliance experience (maximum 1 page)
- Proof of active CPA qualification and ICPAR membership

**Subject line:** "Application – Accountant & Tax Compliance Officer (CPA)"

**APPLICATION DEADLINE: Tuesday, 10 May 2026 | Only shortlisted candidates will be contacted.**

*Praeta Consult Ltd is an equal opportunity employer. We welcome applications from all qualified individuals regardless of gender, nationality, or background.*

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