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**JOB ADVERTISIMENT**

**HUMING INTERNATIONAL FACTORY Ltd**  is a medium-sized production factory that deals in building and plastic materials with a capacity for over 100 employees.we specialize in the manufacturing of PVC ceiling panels (Languette),PVC pipes,UV Boards, serving both the foreign trade and local markets.

**Job Position: Female Professional General Ledger and Financial services**

**Location: Kigali-Masoro Free zone(Phase )**

**Experience Level:**

3-5 Years

**Salary:250,000-500,000 RFW**

**Department:**

Finance.

**Job Summary:**

The **Professional General Ledger and Financial services** will be responsible for supporting the Finance Department by preparing accurate financial statements, managing tax-related processes, and ensuring compliance with financial and customs regulations. The role involves maintaining financial records related to both import and export activities, handling customs declarations, and coordinating tax filings, including VAT refunds and corporate income tax submissions.

**Key Responsibilities:**

* Responsible for overall accounting of the company i.e cost calculation,profit calculation etc.
* Prepare and maintain monthly, quarterly, and annual financial statements and conduct financial analysis.
* Reconcile accounts and verify the accuracy of financial transactions related to imports and exports.
* Support audits by providing accurate financial documentation and explanations.
* Handle customs declarations and ensure compliance with import/export financial documentation.\*-Liaise with customs authorities, clearing agents, and logistics teams to ensure smooth clearance and payment processes.
* Prepare and submit monthly Value Added Tax (VAT) refund applications in compliance with national tax laws.
* Maintain up-to-date knowledge of tax legislation, compliance requirements, and filing deadlines.
* Maintain financial databases, ledgers, and filing systems and retrieval of financial records.
* Assist in budgeting, cost control, and expenditure tracking.
* Support internal financial control procedures to ensure accuracy and compliance.

**Qualifications & Experience:**

* Bachelor’s degree in Finance, or related field.
* Must be between the age of 35-45 years
* Has at least **more than 3 years** of experience in handling large scale-tax filings
* Minimum of **3-5 years of experience** in finance or accounting, preferably in import/export operations.
* Having worked as a **specialized in Financial roles specifically in the factory** sector.
* Strong knowledge of tax compliance, including VAT and corporate income tax.
* Familiarity with customs procedures and international trade documentation.
* Proficiency in accounting software.

**Key Skills:**

* Strong analytical and numerical skills.
* Excellent attention to detail and accuracy.
* Ability to meet deadlines under minimal supervision.
* Good communication and teamwork abilities.
* Sound understanding of local and international financial regulations.

**Work Conditions:**

Full-time position based in **MASORO-FREE ZONE.**  
Regular office hours, with occasional overtime during tax or audit periods.

**How to apply**

Interested candidates can submit their **CVs** at [mia@huming-ke.com](mailto:mia@huming-ke.com) **NOT later than 31st October,2025**