

Job Description for Senior Accounting & Tax Advisor

About Us:

Here at Visions Africa, we are serving clients locally & internationally who seek high quality accounting & tax advisory solutions.

We aim to provide our clients with the solutions that they need and with the confidence that we are on top of our knowledge in accounting, tax and customer service.

Our mission is to build an accounting firm in Rwanda, and beyond which serves clients on a global level with a specific focus on Rwanda and Switzerland and other selective markets.

By building a successful accounting firm you are part of contributing to the firm's and your own success and reputation. With Visions Africa you are invited to shape the direction of the company to become a preferred employer in Rwanda who can attract the best talent in accounting services.

To learn more about our culture, values and how you can be a part of the team by giving outstanding services to clients globally, please visit us here! <https://visionsafrica.com/about-us/>

What we offer:

- Guaranteed growth for ambitious individuals
- Regular team events, internal trainings and external trainings which are part of our efforts to continuously learn and improve
- Medical insurance for you and up to 3 dependents
- Paid Time-Off
- Competitive compensation package
- Performance Bonus

What we're looking for:

You will play a pivotal role at Visions Africa in delivering high-quality accounting and tax advisory services while ensuring compliance with tax laws. Building enduring client relationships through regular communication, industry participation, and networking will be central to your responsibilities. Understanding client needs and recommending appropriate services will be crucial in this role.

You will contribute to enhancing service quality across the company through training initiatives and internal reviews. Staying updated with tax laws in Rwanda and client countries is essential. Additionally, you will customize services to enhance client satisfaction and contribute to broader company improvements in service delivery, processes, and staff engagement.

At Visions Africa, you will have opportunities to influence service offerings and specializations that align with company goals and your expertise. Demonstrating leadership through achieving personal goals and meeting KPI's will be integral to your contribution.

This role offers a dynamic opportunity to contribute to the growth and success of Visions Africa in the accounting and tax advisory domain, leveraging your expertise to drive service excellence.

Key Responsibilities:

- Accounting & tax advisory services.
- Ensure compliance with tax laws and regulations.
- Build and maintain client relationships through communication and networking.
- Improve service quality through training, internal quality reviews, and continuous improvement.
- Customize products and services to enhance client satisfaction.
- Conduct research, develop memos, best practices, and training materials on accounting & tax topics.
- Support complex accounting clean-up and rectification projects.
- Provide advisory mandates for clients on accounting and tax-related topics.
- Handle tax disputes with RRA.
- Prepare accurate financial reports and provide insights.
- Lead assignments ensuring error-free and timely deliverables.
- Stay updated with industry trends, tax laws, and best practices.

About You:

- You are a qualified CPA/ACCA/ACA/CIMA
- You have at least 4 years of experience in accounting, tax or audit to handle client engagements at a high level of quality
- You have strong communication skills (English, French is beneficial) to handle all levels of complex communication situations
- You have strong ERP knowledge of major ERP softwares (Odoo, SAP, NetSuite etc.) as we serve our clients in the most efficient way possible with most up to date technical tools

Career Development Plan:

At this stage of your career, you have already gained several years of work experience. You are organizationally responsible to support the team's success in terms of handling technical work and client interaction, and you proactively shape the success of the organization.

You prove yourself as a valuable asset to the company by taking the lead on new client mandates with the support of a team lead.

In addition to your daily responsibilities, you are cultivating strengths that can be leveraged to create specialized offerings for our clients, tailored to specific industries or service needs.

In the next 2-3 years you will be able to develop into a technical expert role or become the deputy to a team lead.

Note: This JD is indicative but not limited to the roles and responsibilities mentioned. There may be additions, changes or both as per changing needs.