



ACCOUNTS AND TAX MANAGER RECRUITMENT

ABOUT B-KELANA International

B-KELANA International (R) Ltd stands as a prominent audit and financial advisory firm headquartered in Kigali, Rwanda and approved by Institute of Certified Public Accountants of Rwanda (ICPAR) under reference number 0064/PDS/03/2022 with the approval of Accountancy Firm Name and authority to engage in Public Practice. Our core focus revolves around empowering businesses, companies, and organizations to make well-informed financial choices. Through conducting comprehensive analyses of your business's present status, available resources, and requirements, we enable you to devise and execute efficient strategies that optimize these resources to effectively meet your company's specific needs.

Our goal is to leave an indelible mark of quality and excellence in every endeavor we undertake. In today's ever-changing landscape, we stand by our clients' side, ready to assist them in effectively adapting to and embracing change.

B-KELANA International (R) Ltd emerged as a team of Certified Public Accountants and was established in Rwanda, initially incorporated in 2010 under the name 'Consultancy and Services Company (CSC) Ltd,' following the regulations of the Company Act no. 07/2009 of 27/04/2009 in Rwanda. However, responding to the dynamic changes in the global financial industry, the firm underwent a rebranding and realignment process in 2023, leading to its current name, "B-KELANA International (R) Ltd.

Drawing from over a decade of experience and expertise in the financial, tax, and audit sectors in Rwanda, we have earned a reputation as a reliable financial advisory partner to numerous companies within and beyond the region. Our team is comprised of highly experienced professionals proficient in accounting, auditing, taxation, consultancy, and training services. Throughout our journey, we have expanded our offerings to include essential business services such as company receivership and liquidation services, business restructuring, recovery of account receivables, and loan advisory services. By fostering an enabling work environment for our staff, we have maintained an exceptional track record of staff retention, ensuring stability and continuity in our team.

At B-KELANA International (R) Ltd, we are committed to staying at the forefront of the industry, adapting to new challenges and developments, and providing top-notch financial solutions to our valued clients.

Accounts and Tax Manager Job Description

The Accounts and Tax Manager is responsible for overseeing all accounting, tax compliance, and advisory functions for a portfolio of clients. This role ensures accurate financial reporting, timely tax filings, regulatory compliance, and the delivery of strategic tax planning. The manager will also lead a team of accountants and tax consultants, support audit processes, and contribute to client satisfaction and business growth.

Key Responsibilities of an Accounts and Tax Manager

1. Tax Compliance and Advisory

- Ensure accurate and timely preparation and filing of all statutory tax returns (e.g., income tax, VAT, PAYE, withholding tax).
- Interpret and apply tax legislation to client situations.
- Provide clients with strategic tax planning to legally minimize tax liabilities.
- Handle tax audits, disputes, objections, and negotiations with tax authorities (e.g., RRA).
- Stay updated on changes in tax laws and advise both clients and internal teams accordingly.

2. Accounting and Financial Reporting

- Supervise the preparation and review of financial statements in compliance with IFRS or local GAAP.
- Oversee month-end and year-end closing processes for clients.
- Maintain accurate general ledger records, ensuring all accounting entries are supported and correctly classified.
- Analyze financial reports to provide insights and support decision-making.

3. Client Relationship Management

- Act as a trusted advisor and primary point of contact for a portfolio of clients.
- Understand clients' industries, operations, and challenges to provide tailored advice.
- Coordinate client meetings, deliver reports, and handle client queries professionally and promptly.
- Ensure high-quality service delivery that supports client satisfaction and retention.

4. Audit Support and Coordination

- Provide support to the audit team during statutory audits, including preparing schedules and documentation.
- Ensure accounting records are audit-ready and resolve any accounting or tax issues raised during the audit process.
- Collaborate with auditors to implement audit recommendations where needed.

5. Internal Review and Quality Control

- Review and validate work performed by junior accountants and tax consultants.
- Ensure deliverables meet the firm's quality standards and comply with applicable laws and regulations.
- Monitor deadlines and maintain workflow efficiency across multiple engagements.

6. Team Supervision and Capacity Building

- Supervise, mentor, and train junior staff on accounting, tax, and client service best practices.
- Conduct performance reviews and help staff grow in technical and soft skills.
- Encourage teamwork and foster a culture of learning and accountability.

7. Regulatory Compliance and Risk Management

- Ensure compliance with tax laws, financial reporting standards, and internal control policies.
- Identify and mitigate financial or compliance risks in client engagements.
- Liaise with regulatory bodies (e.g., revenue authorities, business registrars, social security funds) on behalf of the firm or clients.

8. Business Development

- Assist in drafting proposals and pricing strategies for new client engagements.
- Identify upselling or cross-selling opportunities for additional services (e.g., payroll, advisory).
- Contribute to strengthening the firm's market reputation through client satisfaction and industry knowledge.

9. Technology and Process Improvement

- Use accounting and tax software (e.g., QuickBooks, Sage, Tally, or country-specific platforms like RRA's e-Tax) efficiently.
- Recommend and implement improvements in accounting and tax processes for better accuracy and efficiency.

Accounts and Tax Manager Job Requirements

1. Educational Qualifications & Identification

- Bachelor's Degree in Accounting, Finance, Taxation, or a related field.
- A Master's degree in Accounting, Finance, or Tax (optional but advantageous).
- CV
- ID / PASSPORT

2. Professional Certifications

- CPA, ACCA, CA, or equivalent (Mandatory).
- Additional certification in Taxation (e.g., Chartered Tax Advisor) is a plus.

3. Experience

- 5+ years of progressive experience in accounting and tax roles.
- At least 2 years in a supervisory or managerial position within an accounting or auditing firm.

4. Knowledge & Skills

- Strong knowledge of IFRS and local tax regulations.
- In-depth understanding of corporate and individual tax compliance.
- Proficiency in accounting and tax software (QuickBooks, Sage, or country-specific platforms).
- Strong analytical and problem-solving skills.
- Ability to manage multiple clients and deadlines.

5. Communication and Leadership

- Excellent verbal and written communication skills.
- Strong leadership, coaching, and team management skills.
- Ability to maintain professionalism and confidentiality.

6. Other Requirements

- High ethical standards and integrity.
- Attention to detail and accuracy.
- Ability to work under pressure and meet tight deadlines.
- Willingness to learn and keep up with regulatory changes.

Accounts and Tax Manager Core Skills, Abilities, and Age Limitation

1. Technical Accounting Skills

- Proficient in preparing and reviewing financial statements (IFRS/local GAAP).
- Strong command of general ledger, reconciliations, and financial closing procedures.
- Solid knowledge of audit support and statutory reporting.

2. Taxation Expertise

- Deep understanding of corporate tax, VAT, PAYE, withholding tax, and other statutory obligations.
- Ability to interpret and apply tax laws and advise clients accordingly.
- Skilled in managing tax audits, assessments, and objections.

3. Software Proficiency

- Advanced skills in accounting software (e.g., QuickBooks, Sage, Tally, or Xero).
- Familiarity with tax filing platforms (e.g., RRA e-Tax in Rwanda).
- Strong MS Excel skills (pivot tables, lookups, formulas) and presentation tools.

4. Client Service Orientation

- Ability to understand client needs and deliver tailored financial and tax solutions.
- Strong interpersonal and relationship management skills.
- Capacity to handle confidential client information with discretion.

5. Leadership and Team Management

- Effective supervision of accountants and tax staff.
- Coaching and mentoring abilities to develop team members.
- Conflict resolution and decision-making skills.

6. Time and Task Management

- Ability to manage multiple deadlines across different clients and projects.
- Prioritization and delegation skills to maintain high productivity.
- Organized and detail-oriented in delivering quality outputs under pressure.

7. Communication Skills

- Excellent written and verbal communication for reports, client meetings, and team coordination.
- Ability to explain complex financial and tax concepts in simple terms.
- Skilled in drafting letters, memos, and responses to tax authorities.
- English & French languages are a Must

8. Analytical and Problem-Solving Abilities

- Strong analytical thinking and data interpretation.
- Ability to identify errors, risks, or inefficiencies and recommend corrective actions.
- Capacity for strategic thinking in tax planning and advisory.

9. Ethical Judgment and Professionalism

- High level of integrity, discretion, and ethical judgment.
- Adherence to professional standards and accounting codes of conduct (e.g., ICPAR, IFAC).
- Reliability in representing the firm to clients and regulators.

10. Adaptability and Continuous Learning

- Ability to keep up with evolving tax laws and financial reporting standards.
- Openness to new technologies and system improvements.
- Willingness to attend training, workshops, and professional development programs

Age Limitation

The ideal candidate for the position of Accounts and Tax Manager should be **not older than 40 years** at the time of application.

Deadline: 28/05/2025

Submit your application to: hr@b-kelanainternational.com

Success!!!