



October 22, 2026

JOB ADVERT

RwandAir Catering Ltd is a fast-growing In-flight Catering Company in Rwanda that started its operations from August 2014 and is providing catering services to scheduled airlines, private jet and charters. RwandAir Catering Ltd aims to be one of the biggest aviation catering companies in Africa in few years to come.

As part of this strategy, we are looking for interested, qualified, committed and competent candidate to apply for the position mentioned below:

TAX OFFICER

Job Purpose:

The Tax Officer will make sure that all taxes are declared; computed accurately and timely and payment of all taxes and social security contributions are carried out in full compliance with statutory requirements

Job Title: Tax Officer
Department: Finance
Reporting to: Finance Manager

Main duties and responsibilities:

The position holder will perform, but not limited to, the following duties and responsibilities:

- Compute and prepare all monthly, quarterly, and annual tax and social security contributions.
- Ensure timely tax payments and follow up on periodic declarations as required by law.
- Prepare payment documents, submit to Payables, and follow up on payment completion.
- Monitor accounts to ensure tax expenses and payments are correctly posted.
- Prepare tax documents required for reviews and audits.
- Assist with reconciliation of sales and revenue accounts for VAT purposes.
- Comply with financial policies and regulations
- Submit weekly and monthly reports on work done, challenges, and proposed solutions.
- Perform any other tasks assigned by supervisors.



Required Qualifications, Skills, Experience and Abilities

- Bachelor's degree in Accounting, Finance, or Taxation
- Plus, CPA, ACCA, or CTA certification.
- 2–4 years' experience in tax compliance role
- Knowledge of tax laws (VAT, withholding tax, CIT, social security) of Rwanda
- Proficiency in accounting software more especially quick books and Microsoft Excel.
- Strong attention to detail and ability to meet strict deadlines.

How to apply

If you meet all the above criteria, send in your:

- Application letter addressed to Head of HR & Administration specifying the position you are applying for in English
- Recent Curriculum Vitae, including three referees with their personal telephone contacts and E-mail addresses; in English
- Recent Notarized certificate/ Diploma
- **All documents must be signed and dated**
- Send at hr.admin@rwandaircatering.rw
- **Deadline: 4/11/2026 at 5:00 p.m.**
- **Only shortlisted candidates will be contacted.**

RWANDAIR CATERING LTD
KN5 RD, KIGALI
INTERNATIONAL AIRPORT
KIGALI RWANDA