



1. JOB TITLE: ACCOUNTING INTERN

2. REPORTING LINE: ACCOUNTING MANAGER

3. PURPOSE/EKY OBJECTIVE;

The professional internship program is aimed at training and equipping students or recent graduates with hands on skills to master accounting, consulting, and advisory work at Paragon. The intern will be paired with an experienced accountant for coaching and mentorship. At the end of the internship period, the intern is expected to undertake accounting responsibilities with minimum supervision.

4. Main responsibilities

- Bookkeeping
 - Get certified on at least two online accounting software programs in use at Paragon
 - Recording transactions in the accounting system
 - Monthly bank reconciliations
 - Preparation of financial reports
- Tax advisory
 - Obtain understanding of key Rwandan tax laws; VAT, Income Tax & Tax procedures
 - Obtain understanding of the Rwanda labour law
 - Perform monthly statutory declarations
 - Participate in tax audits and tax reviews
- General
 - Contribute to team effort by accomplishing related results as needed
 - Any other duty that is required of an accounting professional
 - Any other duty that may be assigned by your supervisor

5. Skills Requirement

Good communication skills; ability to express yourself in English, both Oral and written

A confident team player, with a positive personality

Time management skills; ability to prioritize tasks, adhere to deadlines and multitask

Attention to details; ability to achieve thoroughness and accuracy when tackling tasks

6. Competencies

Good understanding of Microsoft Excel, Word and PowerPoint

Basic accounting knowledge; priority will be given to those pursuing CPA certification

Basic IT skills will be an added advantage