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| 1. **Background Information** | |
| **Job Title:** | **Job Grade:** |
| Accountant - Tax and Compliance | Officer |
| **Department:** | **Duty Station:** |
| Finance | Head Office |
| **Reports to:** | |
| Manager, Finance | |
| **Direct Reports:** | **Indirect Reports:** |
| N/A | N/A |
| **Purpose of the job** | |
| A tax and compliance accountant ensures a company adheres to all tax laws and regulations by preparing and filing tax returns, conducting tax research, identifying tax savings opportunities, and advising on compliance matters. Responsible for controlling Company’s imports, exports, and transit goods. | |
| 1. **Responsibilities** | |
| **Tax Return Preparation & Filing**   * Prepare and file accurate corporate tax returns, schedules, and other required documents in a timely manner.   **Tax Research & Compliance**   * Research and analyze complex tax issues, identify opportunities to minimize tax liabilities, and stay updated on changes in tax laws**.** * Conduct in-depth research on tax laws, regulations, and new developments to ensure full compliance and inform clients and management**.** * Ensure compliance with local and international tax laws and regulations, including VAT, withholding taxes, transfer pricing and income taxes.   **Financial Analysis & Planning**   * Analyze financial data to identify potential tax savings opportunities, recommend strategies to increase profits, and provide expert financial planning advice**.**   **Record Keeping & Databases**   * Collect, track, and manage tax-related forms, documents, and databases to maintain accurate records and support financial reporting**.** * Prepare accurate daily, weekly, monthly, quarterly, and annual tax reports.   **Goods Control**   * Oversee and monitor the movement of all company’s imports, exports, and transit goods.   **Documentation Verification**   * Verify that all export required documents, such as invoices, export permits to ensure are accurate and compliant.   **Reconciliation**   * Reconcile all export documents with Logistics Officer to ensure they match with the company’s export sales report, report any discrepancy and follow up with TRA.   **Audit Assistance**   * Provide guidance and support to internal departments during tax audits and investigations by preparing necessary documentation and responding to inquiries. * Support internal and external audits by preparing necessary documentation and assisting in resolving tax-related issues.   **Tax Strategy & Advice**   * Evaluate and convey difficult tax problems, offer solutions, and provide advice on business structures, operations, and financial risks.   **Communication**   * Communicate effectively with internal departments, senior management, regarding tax matters. * Effectively communicate with clients, stakeholders, and tax authorities to provide advice, gather information, and resolve issues.   **Process Improvement**   * Assist in developing and implementing more efficient processes related to tax compliance. | |
| 1. **Qualification, Knowledge and Skills** | |
| 1. **Academic Qualifications:** | |
| Bachelor’s degree in taxation, Accounting, Finance, or related field | |
| 1. **Professional Qualifications:** | |
| CPA designation is a strong advantage, and certifications in relevant areas may also be beneficial., | |
| 1. **Experience:** | |
| A minimum of 3 years previous experience in taxation, financial reporting, preferably within the mining and manufacturing industry or related sector | |
| 1. **Technical Competencies:** | |
| * Knowledge in tax management and tax laws * Knowledge of customs laws, regulations, and procedures. * Proficiency in accounting software (e.g., ERP, QuickBooks, or other tax preparation software). * Familiarity with tax auditing and investigation processes * Strong skills in Microsoft Excel. | |
| 1. **Behavioural Competencies:** | |
| **Analytical & Problem-Solving Skills**   * Strong analytical, quantitative, and problem-solving abilities to handle complex financial and tax matters.   **Attention to Detail**   * Meticulous attention to detail and a high level of accuracy are essential for tax work.   **Communication Skills**   * Excellent ability to communicate clearly and effectively with diverse clients and colleagues.   **Confidentiality**   * Ability to handle sensitive financial information with discretion   **Organization**   * Excellent time management and organizational skills to manage multiple tasks and meet strict deadlines. | |



**Approval**



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|  | **Jobholder** | **Supervisor** |
| **Name** |  |  |
| **Position** |  |  |
| **Signature** |  |  |
| **Date** |  |  |