



Tax Manager

Dar Es Salaam, Tanzania, United Republic of

Job Description

Role purpose & Key accountabilities

Role purpose:

The manager will need to manage all tax matters of the company. He will be required to control all taxation compliance, ensure timely payment of tax due, and reduce risk to business from penalties and interests as a result of non-compliance to the Applicable tax laws in Tanzania. He will also make sure that tax returns filed to the revenue Authorities; Tanzania Revenue Authority (TRA) and Zanzibar Revenue Authority (ZRA) and other relevant bodies are prepared correctly and submitted as per set standards and timing. The manager will also need to implement policies and procedures to effectively manage the tax position of the company at any given time throughout the month and annually and to advise the management in all tax related matters and new provisions imposed by the Government of the United Republic of Tanzania that have effects in tax related matters. The manager needs to be build a good relationship with Authorities' (TRA & ZRA) Tax auditors and assessors, tax consultants and external auditors.

Key accountabilities:

- Drive automation of various tax processes within tax function.
- Compile and maintain financial models to be used for the tax computations and tax payments. Implement measures to manage the risk of penalties and interests as a results of non- compliance
- Propose, review and implement tax management policies and procedures
- Review all tax returns, computations and payments
- Manage relationships with TRA, Tax Consultants and tax lawyers
- Perform monthly turnover reconciliation of VAT and Excise duty.
- Perform Balance Sheet Reconciliation in line with the given standards and timelines.
- Coordinate and ensure timely submission of monthly group schedules and tax reports.
- Monthly tax accounting (current tax provisioning and deferred tax accounting)

- Recommend personnel action such as recruitment, promotions, disciplinary measures, training of future employees
- Perform a regular tax health check to identify possible risk and opportunities.
- Liaise with the Group Tax on a regular basis.

Professional qualifications, Core competencies, knowledge and experience

- Minimum of five years' experience in a financial and tax role
- College or University graduate with a degree in Finance, Accounting or Business Administration
- CPA (T), ACCA or specific tax qualification will be an added advantage.
- Telecommunication industry experience advantageous
- Thorough understanding of the theory of the tax function
- Strong computer literacy especially Advance Microsoft Excel skills
- Financial policies, procedures and systems.
- To be up to date with the latest legislation governing the tax function
- Strong interpersonal skills and customer orientated approach
- Leadership skills
- Analytical skills
- Problem solving skills
- Ability to network with other players in the market
- Ability to manage staff as well as facilitate change

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