



Job Description

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Job Title Tax Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 4 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Tax Accountant will oversee all tax related activities within the organisation, ensuring compliance with local tax laws and regulations. This role includes TRA and ZRA audits, optimising tax efficiency, and centralising tax responsibilities to support the Head of Finance. The Tax Accountant will help reduce the tax-related workload for the finance team and ensure timely and accurate financial reporting.

Responsibilities

Tax Compliance and Reporting

- Prepare and submit all tax returns(e.g VAT, Income tax, PAYE, WHT) in accordance with Tanzania and Zanzibar tax laws.
- Maintain accurate tax records and ensure timely updates of all tax fillings.
- Prepare periodic and annual tax reports as required.

TRA and ZRA Audit Management

- Serve as the primary contact during audits, coordinating with TRA and ZRA and addressing audit inquiries.
- Prepare necessary documentation and support materials, ensuring accuracy and readiness.
- Conduct internal reviews prior to audits to identify and mitigate compliance risks.

Tax Planning and Advisory

- Analyze tax regulations and their implications on business operations, advising management on optimal tax strategies.
- Identify and recommend tax saving opportunities to enhance overall tax efficiency.
- Provide guidance on the tax implication of significant business transactions including acquisitions and expansions.

Daily Tax Management

- Address daily tax issues and queries from internal stakeholders.
- Ensure correct tax coding on transactions to facilitate accurate reporting.
- Manage all tax - related correspondence with external parties, including tax advisors and auditors.

Tax Risk Management

- Identify and assess potential tax risks, implementing strategies to mitigate them.
- Develop and maintain tax policies to ensure compliance with the latest regulations.
- Conduct regular reviews of tax processes to enhance efficiency and accuracy.

Training and Support

- Provide training and support to finance team members on tax- related matters.
- Stay informed on Tanzania and Zanzibar tax regulations and communicate significant changes to stakeholders.
- Collaborate with FP&A and finance operations to ensure accurate tax recording.

Collaboration with Finance operations

- Work closely with the finance operations team to ensure accurate recording of tax transactions in the ERP system.
- Verify that all transactions have correct tax implications, ensuring the integrity of financial data.

Education & Qualifications

- Bachelor's Degree in Accounting, Finance, Tax administration, or related field. A masters degree or CPA/ ACCA qualification is preferred.
- Strong understanding of Tanzania Tax laws, regulations and TRA audit procedures. Familiarity with ERP systems and accounting software is advantageous.

Requirements

- Minimum of 4 years in Tax accounting, preferably within the Tanzanian Market.

Characteristics

- **Technical skills:** Expertise in tax compliance, planning, and audit management.
- **Analytical skills:** Ability to interpret complex tax regulations and identify tax-saving opportunities.
- **Communication skills:** Strong verbal and written skills for effective interaction with TRA, auditors and internal stakeholders.
- **Organisational skills:** Proficient in managing multiple tax deadlines and maintaining accurate records.
- **Attention to detail:** Ensure protection and compliance in tax reporting and documentation.

Driving Licence

Not Required

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