



## **JOB TITLE: Officer, Tax**

### **Job Overview**

Business Segment: Group Functions

Location: TZ, undefined, Dar es Salaam, undefined

Job Type: Full-time

Job Ref ID: 80393024A-0001

### **Job Description**

We are seeking a detail-oriented and analytical Tax Officer to join our team in Dar es Salaam, Tanzania. As a Tax Officer, you will play a crucial role in ensuring our organization's compliance with local and international tax regulations while optimizing our tax position.

- Prepare and file accurate and timely tax returns for the bank to the Tanzania Revenue Authorities (TRA). This includes monthly PAYE/ SDL certificate, VAT return, excise duty return, quarterly corporate tax returns, half yearly returns, and as may deem relevant..
- Conduct thorough research on tax laws and provide guidance on tax-related matters to management and other departments
- Analyze financial data and identify opportunities for tax savings and process improvements
- Manage tax audits and respond to inquiries from tax authorities

- Develop and maintain effective relationships with government tax officials and external tax advisors
- Stay up-to-date with changes in tax legislation and assess their impact on the organization
- Collaborate with the finance team to ensure accurate recording of tax-related transactions
- Prepare monthly, quarterly, and annual tax reports for management review.
- Month end full involvement on tax entries including sweeping and clean-up of accounts.
- Preparation of quarterly service levy taxes and returns.
- Assist in the development and implementation of tax strategies to minimize tax liabilities
- Ensure compliance with transfer pricing regulations and documentation requirements
- Tax accounts reconciliation and reconciliation of other accounts as relevant and assigned.

## **Qualifications**

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of 3-5 years of experience in tax accounting or a related role
- In-depth knowledge of Tanzanian tax laws, regulations, and filing requirements
- Proficiency in tax preparation software and Microsoft Office Suite, especially Excel
- Strong analytical and problem-solving skills with attention to detail
- Excellent organizational and time management abilities
- Effective communication skills, both written and verbal
- Ability to work independently and as part of a team in a fast-paced environment
- Professional tax certification (e.g., CPA, ACCA) preferred
- Understanding of international tax principles and their application to cross-border transactions
- Familiarity with data management and financial analysis techniques
- Demonstrated ability to meet deadlines and handle multiple projects simultaneously
- Knowledge of transfer pricing concepts and documentation requirements is a plus

## **Additional Information**

### **Behavioral Competencies:**

- Challenging Ideas
- Checking Details
- Developing Expertise
- Documenting Facts
- Embracing Change

- Following Procedures
- Interacting with People
- Inviting Feedback
- Meeting Timescales
- Team Working
- Thinking Positively
- Upholding Standards

**Technical Competencies:**

- Banking Process & Procedures
- Financial Accounting
- Financial Acumen
- Financial Analysis
- Financial and Accounting Control
- Interpreting Financial Statements
- Product Knowledge (Consumer Banking)
- Tax Management

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