

Job details	
Job title: Tax Manager	Line Manager title: Head of Corporate Finance
Grade: JG6	Direct reports: None
Department: Corporate Finance _Corporate Resources	Location: Any TMA office
Job summary	
<p>The job holder will be domiciled within the corporate finance function and will be responsible for adhering to tax obligations in TradeMark Africa (TMA) and Trade Catalyst Africa (TCA) including supporting with strategic tax planning. The role holder will ensure risks relating to tax are well managed and adhere to the relevant applicable tax laws, in all TMA countries of operations (West Africa, East Africa, Horn of Africa, Southern African countries) and TCA.</p>	
Roles and responsibilities	
<p>The key responsibilities of the role holder will be:</p> <p>Tax management</p> <ul style="list-style-type: none"> Withholding Tax Filing and payment - Prepare monthly withholding tax schedules for filing and payments, as well as coordinate with tax advisors to ensure timely filing and payment. Corporate Income Tax Filing - Coordinate with the finance reporting team and tax advisors on CIT filing for the TMA countries of operation. Coordinate the collation of tax returns filed with the different Revenue Authorities. Monthly reconciliations - Prepare monthly reconciliations for PAYE and WHT. Financial statements - Review financial statements for tax impact. This will include consolidated financial statements and standalone accounts for all TMA countries of operation. Tax exemptions – Optimise the tax exemptions granted to TMA under the Host Country Agreements with various countries. Oversee the obtaining and issuance of VAT exemptions due to vendors, where applicable. <p>Other filing requirements</p> <ul style="list-style-type: none"> Ensure compliance with other regulatory reporting requirements in relation to financial statements in TMA countries of operation. <p>Central point of coordination of the tax advisors</p> <ul style="list-style-type: none"> Day -to-day engagement and follow up with the tax compliance and advisory requirements including filing. Ensuring complete and accurate document management for all tax related matters and filings. <p>Audit support</p> <ul style="list-style-type: none"> Overseeing tax audits by tax authorities and responding to questions and audit finds. The job holder will also be involved in health checks and monitor, assess and manage potential tax risks for TMA countries. Address other audits requirements relating to tax including institutional and donor auditors. <p>Strategic Tax planning</p> <ul style="list-style-type: none"> The role holder will be responsible for supporting TMA and TCA to proactively consider tax optimisation strategies in order to ensure full compliance with tax obligations in all countries of operation. <p>Tax control environment</p> <ul style="list-style-type: none"> Develop and implement a tax control framework to ensure compliance in TMA's countries of operation. Design a TMA tax policy framework covering tax governance and compliance requirements across TMA and aligning with the Organisation's strategy as well as donor and country specific requirements. 	

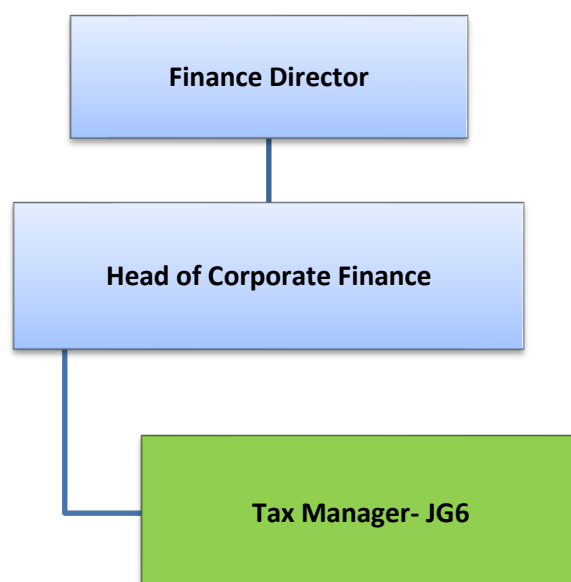
Capacity building

- Design and implement a comprehensive tax training program in TMA to build capacity of Finance, Operations and other relevant teams and ensure teams are up to date on key tax matters and compliance requirements.

Corporate Level Mandatory Responsibilities

- Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.
- Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to the role.
- Understand and comply with the relevant end-to-end processes including applicable risks and controls.
- Seek to identify, understand, and escalate risk events/incidents/issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.
- Complete all relevant mandatory trainings within the stipulated timelines.
- Ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure.
- Contribute to the development/revision of tools and procedures to document and share knowledge, incentivise staff/teams and enforce compliance and standards.
- Participate in regular informal and formal reflection, knowledge sharing and learning events.
- Document lessons learned and best practices for knowledge sharing and learning.
- Promote and adhere to TMA's core values and ensure compliance with organisational policies and procedures.
- Maintain zero tolerance to bribery, fraud, and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation.
- Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.
- Any other related responsibilities that may be assigned by the Finance Director from time to time

Organisational positioning



Academic and professional qualifications

- Relevant undergraduate or postgraduate degree preferably a Bachelor of Commerce in accounting or finance or tax administration.
- Relevant Tax Certification or Certified Public Accountant (CPA) or other equivalent professional qualification.

Work experience

- At least 7 years of tax experience for undergraduate degree holders or 5 years' experience for postgraduate degree holders in a large, reputable organisation or tax advisory firm.
- Good understanding of the legal environment around tax laws in multiple countries.
- Experience in working with an international institution with presence in multiple countries.
- Hands-on experience in the use of relevant accounting and MS Office applications.

Technical skills and behavioural competencies

- Good communication and relationship building skills with internal and external stakeholders.
- Good Planning and Organisational skills.
- Highly analytical, organized, conscientious, with high attention to detail.
- Personal qualities of integrity and credibility.
- Knowledge of and experience with Generally Acceptable Accounting Standards such as IFRS.
- Knowledge of tax laws and global tax trends.
- Ability to work under pressure.
- Ability to keep abreast on tax amendments in the different countries of TMA operation.

Sign off

Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____