



## **1. Manager – Tax & Regulatory Services**

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda. The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations

### **Roles**

As Tax manager you will serve as a high-level Tax Advisor to KPMG clients to help them meet their tax obligations with minimal risks to their businesses. You will use your technical knowledge and experience to provide strategic advice to help minimize tax liabilities. You will lead teams of Senior associates and associates to deliver on business tax strategy, tax compliance, after tax profits and advise on best corporate tax practices to clients while providing your team members with all opportunities and avenues to grow as Tax professionals

### **Responsibilities**

- Manage a full range of Tax services in compliance with laws and regulations by; planning and implementing client assignments, accurately interpreting data and advice from other specialists on the team, analysing potential solutions and recommendations, reviewing complex tax work and the highly technical areas and coming up with solutions to the complex tax issues.
- Work as part of a client's service team to identify client tax risks and develop innovative tax strategies
- Meet clients demands by dealing with a wide range of technical and other arising tax issues in a timely manner, keeping the client informed on progress of engagement and professionally responding to questions as they arise.
- Present work of high quality with minimum input by Senior managers, Directors or Partners.
- Continuously come up with innovative ways to improve processes internally within the BU and firm and for clients.

□

Develop and manage client relationships through in-depth understanding of client businesses and expectations, providing valued insights, explanations and proactive guidance.

- Identify and pursue potential business opportunities and build relationships with potential clients and referrals to further business growth.
- Demonstrate a thorough understanding of the firm's service offering, participate in business development activities and selling of products for tax team and other Business units.
- Manage work processes to ensure Tax recoverability targets are met, bills are raised and collections are done on a timely basis.
- Ensure adherence to firm's risk processes.
- Keeping updated with changes in legislation affecting tax and wider firm's service offering
- Continuous professional development including; learning hours and courses to enhance/develop skills
- Lead Tax seniors and associates with a purpose of growing and developing them through coaching, feedback, providing guidance and opportunities for growth.

### **Skills**

- Excellent oral and written communication skills
- Excellent Leadership and Interpersonal skills
- Excellent analytical skills
- Excellent problem-solving skills
- Excellent negotiation skills
- Mentorship and coaching skills
- Good project management/coordination skills, with an ability to generate and plan work efforts and effectively manage project schedules
- Strong technical knowledge and research skills in Taxation accounting, tax compliance, tax planning and strategy
- Proven ability to manage teams, delegate work and develop team members
- Drive for continuous learning, development and improvement of self and others
- Ability to simultaneously handle multiple engagements and client service teams
- Ability to pay attention to detail and focus on excellent delivery by all measures
- Ability to build positive relationships with team members and clients

### **Personal attributes:**

- Bachelor's degree from an accredited college/university preferably in Taxation, Finance, Accounting, Business Management, Law and Economics or other Business-related courses.
- Post Graduate Diploma/ Masters in Taxation (MST), Law or any relevant professional qualification in Taxation, Law Finance and accounting from an accredited college/university/qualified professional awarding institution.

□

Proficient in Microsoft Office applications including Word, Excel, and Access along with experience performing internet research

- Minimum experience of 5 years in Tax related work preferably in Consultancy services/ Revenue Authority or industry environment.
- Minimum experience of 4 years in managing project assignment and teams.
- Excellent knowledge and demonstratable

If your career aspirations match this exciting opportunity, please submit your application to [tz\\_fmrecruitment1@kpmg.co.tz](mailto:tz_fmrecruitment1@kpmg.co.tz)

Closing date for receipt of applications will be **19 April 2024**.

**\*Please note that only shortlisted candidates will be contacted. \* KPMG Tanzania, The Luminary, 2nd Floor, Haile Selassie Road, Masaki, Dar Es Salaam**

## **2. Contracts and Compliance Administrator - KPMG Tanzania**

KPMG in Tanzania is part of a global network of independent KPMG Firms that offers Audit, Tax, Advisory services. Through the talent of our staff, we bring our creativity and insight to our clients' most critical challenges. With offices across Africa and globally, we work with businesses and corporates (both national and multinational), government, and international development agencies and donors in diverse sectors.

### **Roles**

KPMG in Tanzania is seeking a highly motivated and diligent Contracts and Compliance Administrator. The successful candidate will assume a key role supporting our Advisory department. They will be instrumental in reviewing and assisting with a range of activities that makes our business function, enables us to go to market whilst managing risk and departmental performance to a high standard

### **Responsibilities**

#### **1. Contract and Risk Management (New Business):**

- Ensure compliance with internal processes for new business development pursuits.
- Collaborate with various teams to ensure adherence to risk management procedures.
- Manage subcontractor and consultant contracting and onboarding processes.
- Complete contract reviews of non-standard contracts for potential new business.

#### **2. Contract and Risk Management (Ongoing – Won Business):**

- Assist in contracting subcontractors and consultants while ensuring compliance with risk procedures.

□

Work with managers to ensure key, high-risk assignments remain compliant with our internal risk procedures.

- Prepare invoices for billing purposes.
- Assist in debt collection efforts.

### **3. Business Development Support:**

- Monitoring BD alerts for potential advisory opportunities within Tanzania, assess opportunities and forward to relevant colleagues (daily)
- Review proposals, presentations, and other documents for KPMG best practices.
- Assist in drafting EOI responses to clients.
- Maintain a database of proposals and promote proposal templates.
- Coordinate and maintain experience sheets from completed assignments in a standard format and database.

### **4. Departmental Resource Staffing Management:**

- Track and monitor the departments usage and compliance with internal resource management software (i.e. booking management software for consultants) and issue noncompliance reports (weekly)

### **5. Administrative Duties:**

- Provide administrative services to Advisory Partner, Director, managers, and staff, including report formatting and printing.
- Manage travel arrangements, visas, hotel bookings, and conference logistics, as required.
- Coordinate weekly departmental managers meetings, including logistics and minute-taking (weekly).
- Manage the procurements of additional goods and services, as required

### **Education and Experience:**

- Minimum of a bachelor's degree in Law, Business, English Literature or related field. □  
Minimum of 2-years experience in contracts, compliance, or administrative services.
- Good understanding of contract management, risk, and compliance processes at professional services firms.

### **Skills**

- Excellent reading, writing and verbal communication skills necessary for working in a professional environment that conducts its business in English.
- Detail-oriented with strong analytical and problem-solving skills. For example, very strong at reading through detailed contracts at pace and identifying potential risks and issues.
- Efficient multitasker with strong organisational abilities and ability to manage time effectively.
- Proficient in Microsoft Office (Word, PowerPoint, Excel), including document drafting and report formatting.

□

Experience using other business and document management software tools to a high standard.

### **Salary and Benefits**

- The position offers a competitive market salary and benefits. If your career aspirations match this exciting opportunity, please use the link below to apply:

### **Performance Evaluation**

- The position offers a competitive market salary and benefits.

If your career aspirations match this exciting opportunity, please submit your application to [tz\\_fmrecruitment1@kpmg.co.tz](mailto:tz_fmrecruitment1@kpmg.co.tz)

Closing date for receipt of applications will be **19 April 2024**.

**\*Please note that only shortlisted candidates will be contacted.\***

KPMG Tanzania, The Luminary, 2nd Floor, Haile Selassie Road, Masaki, Dar Es Salaam