



1. JOB TITLE: Personal Assistant

- Haile Selassie Rd, Dar es Salaam, Tanzania
- Contract

About the Department

Deloitte's Audit service offering utilizes a comprehensive methodology designed to bring our extensive professional and technical resources to audit engagements in an efficient, and cost-effective manner. In our audit process, we combine a rigorous risk and needs analysis, diagnostic processes, and a client service assessment structured to provide our clients with a superior audit clearly focused on them.

We currently have an exciting opportunity for a dynamic individual to join our **Audit team** as a **Personal Assistant**. This position will be based in our Tanzania office.

Main purpose of the job

The incumbent will provide effective support to the client facing teams while ensuring timely delivery of work in the allocated area.

Job Description

- Manage the schedule of the Partner including acknowledging invitations, scheduling appointments, keeping track of all planned meetings and ensuring that he/she is properly briefed on the agenda as appropriate, making travel arrangements and processing travel expenses and claims;
- Screen incoming and handle outgoing calls. Sort out correspondence and other documents while ensuring that the Partner's filing is up to date and confidentiality is maintained;

- Attend to Partners, Managers and Seniors' questions and requests for information either physically or online;
- Make calls on behalf of Managers to communicate information to clients;
- Draft correspondence and other communication for the Partner's approval, ensuring that they conform to the firm's guidelines;
- Create templates and prepare letters of engagement for all clients, ensuring relevant standard terms and conditions are attached from the Intranet;
- Keep confidentiality and proper records management of clients' information;
- Draft various documents for managers' and partners' signature; these include clearance and acceptance letters for new clients, review of working papers, and various letters as need arises;
- Prepare cover letters for outgoing correspondences, fee notes and registering outgoing correspondence;
- File all correspondence handled and maintain a register for all signed financial statements;
- Assist the department in tasks like formatting documents and other needs; and
- Perform any other duties as may be assigned from time to time.

Qualifications

- Bachelor's Degree in a related field;
- Qualification in secretarial training;
- Experience using the suite of Microsoft Office suite;
- Minimum of five (5) years' experience in a similar role, within professional services/advisory firm is essential, inclusive of working for more than one Manager/Director;
- Working for an international recognized Firm is an added advantage;
- Ability to operate office equipment such as photocopier, printers, etc.
- Be a Tanzanian citizen or eligible to work in Tanzania.

Behavioural competencies

- Effective interpersonal and relationship building skills;
- High initiative and strong client delivery focus;
- Adaptable, managing change and ambiguity with ease;
- Sound problem-solving ability.
- Professional demeanour;
- Good planning and organisational skills; and
- Ability to use discretion and deal with sensitive information in a confidential and professional manner.

Technical Competencies

- Ability to pay meticulous attention to detail;
- Well-developed computer skills with excellent typing skills (speed and accuracy);

- High competency in English communication, both written and verbal;
- Good numeracy skills;
- Excellent report writing skills; and
- Focus on quality and risk.

APPLY HERE

Please note that candidates that do not attach their CV and Certificates will not be considered. Please indicate your preferred region in the application.

We are an equal opportunity employer and do not ask individuals to pay any fees or money as part of the recruitment process.

Closing date: 21 April 2024

2. JOB TITLE: Internal Client Services - Tax Compliance Associate - Finance

- Haile Selassie Rd, Dar es Salaam, Tanzania
- Full-time

Deloitte East Africa currently has an exciting opportunity for a dynamic individual to join our **Internal Client Services Department** as a **Tax Compliance Associate**. This position will be based in our Dar es Salaam office in Tanzania.

About the department

Deloitte East Africa has a well-versed Internal Client Services unit positioned to deliver outstanding value and services needed to achieve Deloitte's vision. It enables client facing staff to work more efficiently and effectively.

What impact will you make?

At Deloitte we have a clear purpose, to make an impact that matters to our clients, our colleagues and our communities. From professional development to leadership opportunities and career advancement, we empower our people to be their very best - because that's how you make an impact.

Main purpose of the job

The successful candidate will support Deloitte East Africa Finance team in tax compliance and accounting.

Job Description

- Assist the Senior Tax Compliance Accountant with preparation of documentation (computations and returns) to support monthly payment of Withholding taxes, VAT, withholding VAT, reverse charge VAT and other statutory deductions;
- Assist in the preparation of monthly VAT and withholding tax general ledger reconciliations;
- Assist with tax related administrative tasks such as filing tax returns and data management;
- Assist to ensure tax payments across East Africa are paid on time to avoid tax penalties for late payments;
- Assist to process tax related transactions in the general ledger accurately and in a timely manner;
- Direct liaison with Tanzania Revenue Authorities (TRA) officials and assist to coordinate collection and delivery of official correspondence between Deloitte and TRA offices;
- Facilitate prompt responses to enquiries made by TRA officials on tax related matters;
- Assist the Senior Tax Compliance Accountant to coordinate submission of documentation required during audits conducted by Revenue Authorities in East Africa; and
- Participate in tax trainings including delivery on assigned topics.

Qualifications

- A bachelor's degree in Business/Commerce/Tax or Law from a recognised institution with a minimum of Second Upper (3.5 GPA) or equivalent;
- Undertaking studies leading to qualification in specific area (i.e., ACCA, CPA, or ADIT) is an added advantage;
- Minimum one (1) year experience in Accounting/Finance/Tax; and
- Interested in pursuing a career in Taxation.

Behavioral Competencies

- Excellent communication skills, both written and verbal;
- Effective interpersonal and relationship building skills;
- Adaptable, managing change and ambiguity with ease;
- Focus on quality and risk; and

- Effective problem-solving ability

APPLY HERE

Please note that candidates that do not attach their CV and Certificates will not be considered.

We are an equal opportunity employer and do not ask individuals to pay any fees or money as part of the recruitment process.

Closing date: 21 April 2024