

Position : Tax Senior/Supervisor (3 positions)  
Posting Date : September 2022  
Employment : Full time  
Location : Nairobi, Kenya

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## Position Description

The position is responsible for preparing and reviewing tax returns of varying complexity. The successful candidate in this position will identify and recommend tax strategies that better position the client based on deep understanding of tax law. The ability to produce accurate work in a time-pressured environment is essential. The position serves in a training position for junior staff and offers an outstanding opportunity for leadership and career advancement.

## Duties and Responsibilities

### Technical

- Prepare/review complex individual, corporate, and partnership tax returns
- Prepare/review instalment and final tax payment notifications to clients and ensure that all payments channelled through the firm are remitted on a timely basis.
- Perform tax audits; investigations; due diligence and health checks.
- Respond to revenue authority tax demands and following up regularising clients' tax status.
- Conduct basic and complex tax research, to maintain up to date knowledge.
- Serves as a technical resource for tax staff and interns
- Collaborate with firm colleagues to conduct tax planning for individual, corporate, partnership, estate, gift, trust, and international tax clients
- Liaise with third party professionals including solicitors, tax and financial advisers.

### Managing and Supervisory

- Manage assigned portfolio of clients and deliver high quality tax services.
- Compile and present monthly workplans and reports.
- Delegate and supervise tax staff and interns; define expectations and performance indicators.
- Participate in firm wide and tax department administrative projects.
- Foster collaborative working relationships with all employment levels of the firm

### Building and Managing Client Relationships

- Participate in business development such as proposal writing and expression of interests.
- Develop a network of industry peers and business contacts and cultivate referral business.
- Act as a relationship manager to all clients to ensure excellent customer service management.

## Qualifications

- 4 to 5 years' experience, demonstrating a progression in knowledge and depth of understanding with the complexities of tax issues.
- Bachelor's degree and CPA or its equivalent.
- Proficiency in MS Office software programs, including spreadsheet programs and PowerPoint.

## Competencies

- Demonstrated time management and organisational skills to meet client and tax compliance deadlines.
- Self-directed and self-motivated work ethic that contributes to the client service team by producing quality work with quick turnaround and attentive service.
- Entrepreneurial approach to client service while building positive working relationships with clientele.
- Comfortable with preparing and presenting workshops, seminars and training sessions to both internal and external audiences.

## Application Process

Please send your CV to [hr@mazars.co.ke](mailto:hr@mazars.co.ke) with the subject titled: '**Application for Tax Senior/Supervisor**'. Do not attach academic certificates or testimonials. Only shortlisted candidates will be contacted. Mazars is an equal opportunity employer.