

## **Job Posting: Tax Manager**

**Location:** Kisumu, Kenya

**Company:** John Cumming & Co

### **Job Summary**

We are a mid-sized, full-service professional firm offering audit, tax, company secretarial, and advisory services. To support our expanding tax services division at our Kisumu office, we are seeking a proactive and dynamic Tax Manager. Reporting directly to the Managing Partner, you will oversee a full range of tax engagements, drive KRA dispute resolutions, publish client tax updates, build high-level stakeholder relationships, and actively mentor our growing team.

### **The Opportunity**

We are a fast-growing, high-quality professional audit, tax, company secretarial, and advisory firm with offices in Nairobi and Kisumu, Kenya. We are a meritocratic firm committed to training our staff and encouraging knowledge sharing among team members. In line with our rapid expansion, we are seeking a highly motivated, experienced, and talented **Tax Manager** to join our dynamic leadership team.

This role offers an exceptional career progression opportunity for the right candidate, with direct reporting to the Managing Partner, oversight of high-value tax engagements, and key leadership responsibilities.

### **Key Responsibilities**

#### **Tax Advisory, Compliance & Risk Management**

- Oversee a full range of tax services provided to clients, including drafting tax opinions and managing engagements across direct and indirect taxation (Income Tax, Transfer Pricing, Value Added Tax, Customs & Excise).
- Provide high-level tax advisory services, review complex corporate and individual income tax returns, identify potential tax risks, and implement robust mitigation strategies.
- Lead engagement teams undertaking tax due diligence and tax health check engagements.
- Continuously improve internal processes by developing and implementing best practices to optimize our tax services.

#### **KRA Management, Dispute Resolution & Stakeholder Relations**

- Oversee the handling of KRA tax audits, in-depth investigations, objections, and formal appeals.
- Assist clients to prepare, navigate, and defend tax disputes before the Tax Appeals Tribunal (TAT).
- Actively follow up with the revenue authority on client issues, including client tax status, ledger reconciliations, tax clearance applications, and compliance reviews.

- Build, maintain, and strengthen professional relationships with key external stakeholders, including clients, the Kenya Revenue Authority (KRA), and The National Treasury.

#### **Thought Leadership & Client Communication**

- Author and distribute regular tax articles, technical briefs, and client newsletters detailing emerging tax laws, court rulings, and Finance Act changes.
- Proactively keep clients, internal departments, and firm partners updated on current tax developments, legislative shifts, and potential tax risks.
- Organize and lead client workshops, webinars, or tax alerts to establish the firm as a thought leader in tax advisory.

#### **Team Leadership, Mentorship & Capacity Building**

- Drive the growth of the tax division by actively mentoring, coaching, and "bringing up" junior tax associates and seniors to handle complex engagements.
- Conduct structured internal training sessions to ensure audit and tax staff remain updated on tax laws, compliance changes, and internal best practices.
- Provide strong personnel management to foster a high-performing, motivated tax team capable of taking on new clients and expanded service offerings.

#### **Client Engagement & Audit Coordination**

- Serve as the primary engagement liaison with clients, including agreeing on engagement timeframes, deliverables, and operational logistics.
- Coordinate seamlessly with the audit department to ensure statutory deadlines and reporting schedules are met without conflict.
- Deliver exceptional client service, building long-term, trust-based client relationships to support business development.

#### **Qualifications & Requirements**

- **Experience:** Minimum of 5 years of proven work experience as a Tax Manager in a busy professional audit/tax firm.
- **KRA & Regulatory Relations:** Demonstrated experience directly dealing with the Kenya Revenue Authority (KRA) in all tax matters, audits, and dispute resolution processes.
- **Education:** Bachelor's degree in Law or Business-related field (Finance, Accounting, Economics) from an accredited university.
- **Professional Qualifications:** Must be a CPA-K or ACCA member in good standing.
- **Technical Mastery:** Excellent, deep knowledge of Kenyan law, accounting standards (IFRS), tax compliance, and all tax types (direct, indirect, transfer pricing, customs).

- **Leadership & Communication:** Exceptional leadership, personnel management, analytical, and writing skills (with a focus on drafting clear technical articles and newsletters).
- **Work Ethic:** Self-driven, proactive, and able to work hard and smart to deliver exceptional client results under pressure.

### Why Join Us?

- **Career Growth:** Meritocratic culture offering clear pathways for professional advancement and direct access to firm leadership.
- **Dynamic Environment:** Collaborative workspace committed to knowledge sharing, continuous learning, and diverse advisory work.
- **Competitive Package:** Attractive remuneration package aligned with experience and industry benchmarks.

### To Apply

If you believe you can clearly demonstrate your abilities to meet the criteria, please submit your application to [recruitment@john-cumming.com](mailto:recruitment@john-cumming.com)

Your application must include:

1. A detailed CV highlighting relevant tax management, KRA dispute resolution, and leadership experience.
2. A cover letter indicating your desire to work with us.
3. Details of your **current salary** and **expected salary** (*Applications missing current salary details will not be considered*).
4. A daytime contact telephone number and details of three professional referees.

*Interviews will be conducted on a first-come, first-served basis.*