

## The Company

E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end-to-end basis.

## The Position

### **ACCOUNTANT - TAX SPECIALIST (Fixed Term Contract)**

## Position Objective

The holder of this position is responsible for ensuring the company abides by fiscal rules by filing accurate returns and complies with tax authority rules and regulations of the country. Tax specialists are responsible for ensuring the VAT Exemption process is performed on time and accurately.

The tax accountant in charge maintains and reconciles all tax general ledger accounts and evaluate all account balances and prepare all tax returns and schedule for same and perform regular audits on all tax returns to ensure they comply with regulatory requirements, industry practices and fiscal rules.

Further to that he conducts performance, operational, financial, and compliance of tax laws and procedures to the successful delivery of the company.

## Key Responsibilities

- Ensuring timely, accurate reporting and filling VAT exemption process (filling forms, daily follow-up, liaising with TRA and TPDC, maintaining exemption report and others)
- Preparation of semi-annual and annual reconciliation of VAT Exemption utilization forms (Supplier & Customer)
- Ensuring timely, accurate reporting and filling of all statutory tax returns including corporate tax, VAT, payroll taxes, local government taxes, stamp duty and others
- Ensuring timely preparation and accurate submission of all statutory deductions and other taxes/levies to the relevant authorities including NSSF, VAT, WCF, HESLB, WHT and others
- Preparation of monthly reconciliation of all direct and indirect tax accounts (e.g. Sales per VAT returns to revenue in ledgers to EFD receipts)
- Ensuring proper filing of company's tax information and documents (both soft and hard) and preparing statement of tax payments for each type of tax and levy paid
- Manage the tax files relating to filed returns, copies of WHT certificates received from customers and issued to suppliers as well as other statutory deductions.
- Providing information and documents to tax auditors during tax audits, external audits and Group internal audits

<b>Education</b>
<b>Professional Qualification</b>
<b>Experience</b>
<b>Attributes/Skills</b>

- Attending to tax queries raised by suppliers and staff including providing withholding tax certificates to the suppliers
- Providing back up for other roles related to general accounting
- Any other tasks as may be assigned by line Manager and Supervisor.
- University degree (or its equivalent) in commerce, accounting, finance, tax management.
- CPA or
- NBAA Final Level CPA examinations
- Other professional qualifications
- At least 3 years related work experience.
- Experience of tax practice in a professional accounting firm is an added advantage
- At least 3 years related work experience.
- Experience of tax practice in a professional accounting firm is an added advantage.
- Strong analytical skills and attention to details
- Possess a high level of integrity and transparency.
- Committed to the timely delivery of quality work.
- Good interpersonal skills and communication skills.
- Passionate and positive attitude towards work.

<b>Reporting to</b>	<b>CHIEF ACCOUNTANT</b>
---------------------	-------------------------

<b>Job Advertise Date</b>	<b>Job Reference No</b>	<b>Closing Date</b>
<b>31/07/2024</b>	<b>EALS001/FIN/2024</b>	<b>14/08/2024</b>

<b>NOTE:</b>	<p>Apply to <a href="mailto:TZ009-info.careers@eals.co.tz">TZ009-info.careers@eals.co.tz</a>  Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
--------------	--

*EALS Limited is proud to be an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*