Proposed areas of responsibility:

| **AREA** | **TAX ACCOUNTANT** |
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| 1. **TAX GENERAL** | |
| * 1. **General – relating to direct and indirect taxes** | * Preparation of appropriate responses to indirect tax related queries and information requests (e.g. surveys) and following up on the status of queries with regulators * Ensuring compliance with indirect tax legislation and changes in requirements, understanding and interpreting of relevant legislation and analysing the impact on the Group * Take ownership for indirect tax related queries/questions from management * Tax-related projects: work with Tax Manager and/or external consultants on tax related projects * Training staff on tax implications that affect their areas (setting up workshops, training sessions etc.) |
| * 1. **Tax Forum** | * Perform research of indirect tax related matters affecting the Group for discussion at the Tax Forum |
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| 1. **CORPORATE TAX** | |
| * 1. **Income tax (including provisional tax) and dividends tax** | * Preparation of company tax returns and supporting schedules accurately and timely * Detailed review of monthly tax account reconciliations * Calculating provisional tax payments and performing interim taxable income estimations * Performing year-end tax computations and compiling supporting documentation and audit trail * Maintaining tax asset register in line with the relevant legislation and practice notes * Consulting with management on tax related issues |
| * 1. **Deferred tax (accounting)** | * Performing deferred tax calculations * Preparing deferred tax disclosure for annual financial statements and related accounting policies * Keeping up to date with tax and accounting changes affecting deferred tax |
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| 1. **INDIRECT TAXES – VAT, IMPORT VAT, WITHHOLDING TAXES** | |
| * 1. **Indirect taxes** | * Monthly preparation of VAT and import VAT calculations, reconciliations and reasonability tests, including detailed investigation of discrepancies and the monitoring of manual GL entries * Tax at source (withholding tax): calculation of amounts to be deducted, payment to revenue authorities, reconciliation and issuing of certificates to suppliers * Preparation of indirect tax returns and payments * Monitoring export VAT compliance, following op on the status of non-compliant exports and calculation of output VAT adjustments in relation thereto |
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| 1. **TREASURY** | |
| * 1. **Cash flow management** | * Review daily cash flow forecasts and cash investment decisions in line with the Treasury Policy * Detailed review of monthly treasury recons * Act as back-up for the daily cash flow process * Review annual banking facility agreements (in conjunction with legal department) and facilitate signature process * Dealing with banks regarding facilities, queries and any other requirements * Monitoring of Group investments and non-core investments and prepare relevant information for Board and Investment Committee reports * Preparation of monthly treasury recons and resolving of reconciling items |
| * 1. **Investment Committee** | * Act as secretary for Investment Committee and prepare agenda, set up meetings, ensure timely distribution of information prior to meeting and minutes after the meeting * Prepare the schedules for the Investment Committee and relevant information for Board reports * Improve Investment Committee meetings content through research, including articles for discussion |
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| 1. **TECHNICAL ACCOUNTING AND REPORTING** | |
| * 1. **Technical accounting and AFS** | * Keeping up to date with new IFRS being published and determining the effect on the Group * Investigation of the impact and implementation of new accounting standards * Responsible for preparation of selected statutory financial statements – compiling, reviewing, processing and liaising with auditors |
| * 1. **Accounting Forum** | * Member of the Accounting Forum – research IFRS related matters for discussion at Accounting Forum |
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| 1. **AD HOC / OTHER** | |
|  | * Finance and tax related projects * Arrange payment instructions for payment of bi-annual dividends |

Job Requirements:

* CA (SA) or BComm HDip Tax
* Excellent working knowledge of MS Excel essential.
* Experience in Oracle Financials preferable.
* Excellent attention to detail.
* Knowledge and understanding of VAT and Income Tax legislation.
* Passionate about tax.

Experience:

* 5 years overall experience, with the major portion of experience working in a tax department or tax consulting position.
* Strong financial accounting skills.
* Experience in liaising with regulators and resolving queries.
* Retail Industry experience would be advantageous.
* African tax experience and dealing with regulators in the rest of Africa would be advantageous.

Additional Competency requirements:

* Ability to work as part of team.
* Self starter, self motivated and self managed.
* Ability to work to tight deadlines/ work under pressure.
* Good communicator.
* Organised.
* Focused.

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