JOB DESCRIPTION

Position Title	Tax Specialist	Business Unit / Function	Finance
Location:	Kigali, Rwanda	Department	Finance Department
Written By:	HR Manager – TA & TM	Administrative Reporting to	Tax Head
Approved by:	HR Director	Functional Reporting to:	Finance Director

1. JOB PURPOSE

Responsible for developing, implementing and maintaining an effective system for tax planning, accounting, reporting and management in order to ensure compliance with statutory requirements and to deliver optimal value to shareholders by minimizing the potential tax exposure to the business. Administers tax regulations and processes and ensures compliance.

Also Supports the general Finance Compliance Agenda in the OPCO and works closely with the FD, other functional managers and ACE team to embed controls and Compliance.

2. ORGANISATIONAL CHART

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                          Finance Director
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    Head, Tax      Head, SCM         Head, Financial    Head, Revenue
        │                              Reporting          Assurance
  Tax Specialist
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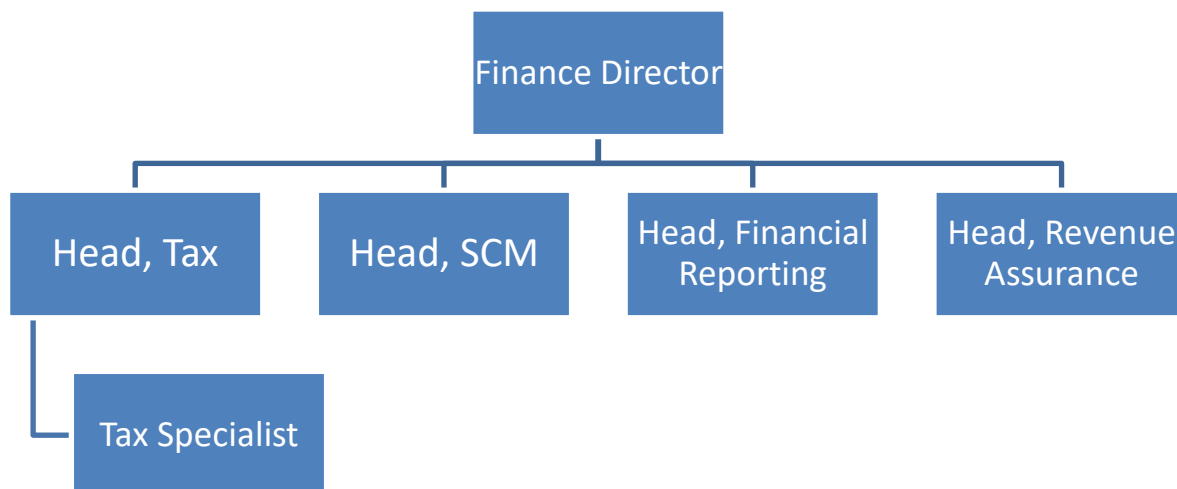
3. KEY ACCOUNTABILITIES
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Expected End Results ("WHAT") (*List the expected end results that must be achieved in order to fulfill the job purpose*)	Supporting Activities ("HOW") (What are the key activities undertaken to achieve the desired end results?)
1. Direct & Indirect Taxes Process Management (External Partner Management)	• Prepare VAT Returns for compliance • Prepare WHT Returns for compliance • Prepare Excise Duty Returns for compliance • Review PAYE Tax Returns for compliance (Where Applicable) • Attendance and provision of explanations on issues raised by the tax authorities during tax audit • Attendance and co-ordination of post audit reconciliation meeting by the tax authorities • Issue WHT certificate for vendors • Build and maintain documentation for tax purposes.
2. Direct & Indirect Tax Advisory (Internal Stake holders)	• Provide tax advice intent of minimizing tax exposure. • Prepare responses to tax audit queries. • Attend to internal and external auditors' queries and request. • Review payments to local suppliers to ensure appropriateness of tax invoices for tax purposes and verify withholding tax applicable.
3. Direct & Indirect Tax Reporting	• Reconcile tax accounts to the general ledger at the end of each month. • Raise and post JVs to clear any reconciling items in tax accounts • Preparation of tax status and other reports as requested by the group. • Preparation of monthly Tax Report. • Respond to queries raised by the Group on Direct & Indirect Tax Matters. • Preparation of all documents required and attendance to queries raised by the External Auditors for quarterly and annual statutory audit.
4. Manage Relationship stakeholders	• Maintain quality and supportive relationship with tax authorities. • Maintain supportive relationship with clearing agents and suppliers • Maintain a healthy relationship with tax consultants.
5. Controls & Compliance	• Liaise with Tax authorities and Tax consultants to facilitate processing of tax claims. • Reviews Claims and documentation for VAT claims e.g. bad debts

	• Reviews periodic tax dashboard showing the status of various tax issues and takes action to resolve pending issues.
	• Ensures all data meant to be sent to ACE teams is timely submitted
	• Review accruals and ageing analysis and highlighting actionable items to OPCO teams for cleanup of old provisions
6. Timely Closure of Audit SAD/SUD to ensure compliance	• Ensures that any issues raised during the quarterly, annual and internal audits are closed in a timely manner
7. Any other duties that may be assigned from time to time	• Any other reports that may arise
8. Timely booking of vendor invoices	• To oversee the partner helpdesk function to ensure that all Invoices submitted by Vendor are received in line with the approved guideline/Checklist. Ensuring that there is a PHD record of all invoice received. Ensure that GRN/SRN are done for all received invoices same day. Ensure Subsequent booking and initiation of Invoices within 24 hours of GRN/SRN

Job Magnitude:	
Latitude:	Provides consultative direction for the team towards predetermined long-range goals and objectives. Reviews assignments and determines course of action to be pursued to obtain necessary results.
Level of Impact:	Important contributor to development of overall goals and objectives of the company. Erroneous decision or recommendation would normally result in critical delays and modification of projects or operations, cause substantial expenditure of additional time and resources. Lack of tax compliance has a direct impact on business reputation.
Budget:	Tax payment per annum is approx Rwf 1.3b

9. **SKILLS & KNOWLEDGE**

Educational Qualifications & Functional / Technical Skills	Excellent understanding of Airtel 's Group financial and Tax policies and procedures. Excellent understanding of Airtel's reporting and planning processes. Excellent high level knowledge; complete understanding and wide application of technical principles, theories and concepts in the field of expertise and general knowledge of other related disciplines. • Business awareness • Strong analytical skills and problem solving skills • Excellent planning skills • High personal standards and goal oriented • Excellent interpersonal skills • Self Driven Character with high level of issue resolution and ownership. • Excellent and effective communications skills, both orally and in writing. • Excellent presentation skills
Qualifications:	• University Degree in Accounting or Business (with an accounting or Finance emphasis) • Qualified accountant (CPA, ACCA, or its equivalent), it's an added value. • 8 years accounting experience, including three years in taxation. • Excellent knowledge of all accounting functional areas. • Able to work with the FD in analyzing financial situations. • Proven ability to analyse complex business issues and identify, design and implement effective practical recommendations • IT literacy

Job Holder's signature	
Line Manager's signature	