

TERMS OF REFERENCE (ToR)

POSITION: TAX ASSISTANT

1. Position Details

Job Title: Tax Assistant
Department: Tax and Compliance
Duty Station: Nairobi, Kenya.
Reports To: Tax Manager / Managing Partner
Employment Type: Full-Time
Availability: 1st January, 2027

2. Background

The firm seeks to recruit a competent, detail-oriented, and proactive Tax Assistant to support the delivery of tax compliance, tax advisory, and related financial services to clients. The successful candidate will assist in ensuring timely and accurate tax filings, compliance with applicable Kenyan tax laws and regulations, and effective client service.

3. Purpose of the Position

To provide technical and administrative support in tax compliance and advisory services, ensuring that clients meet their statutory tax obligations within the prescribed deadlines and in accordance with applicable Kenya Revenue Authority (KRA) requirements.

4. Key Duties and Responsibilities

The Tax Assistant will be responsible for:

1. Preparing, reviewing, and filing statutory tax returns, including VAT, PAYE, withholding tax, income tax, turnover tax, and other applicable tax returns.
2. Supporting the preparation of monthly, quarterly, and annual tax computations.
3. Assisting with tax reconciliations, tax health checks, and identification of potential tax exposures.
4. Monitoring statutory filing and payment deadlines and ensuring timely compliance.
5. Supporting clients with KRA iTax, eTIMS, tax compliance certificates, PIN registration, and other tax-related processes.
6. Assisting in responding to KRA queries, notices, audits, and requests for supporting documentation.
7. Reviewing client records, invoices, ledgers, and supporting schedules to identify discrepancies and compliance gaps.
8. Assisting with tax advisory assignments, tax research, and interpretation of relevant tax legislation.
9. Maintaining accurate and up-to-date client tax files, records, and compliance trackers.

10. Following up with clients to obtain required documents and resolve outstanding tax compliance matters.
11. Preparing tax reports, correspondence, and other deliverables as assigned by the supervisor.
12. Performing any other duties related to tax compliance and consultancy as may be assigned.

5. Qualifications and Experience

The ideal candidate should possess:

- A Degree in Accounting, Finance or Business Administration.
- CPA qualification.
- Practical knowledge of Kenyan tax laws, KRA procedures, and statutory compliance requirements.
- Proficiency in Microsoft Excel and other relevant accounting applications.
- Experience using KRA iTax and eTIMS will be an added advantage.
- Previous experience in a tax consultancy, audit firm, or accounting environment will be an advantage.

6. Key Competencies

- Strong analytical and numerical skills.
- High attention to detail and accuracy.
- Good written and verbal communication skills.
- Ability to manage multiple assignments and meet strict deadlines.
- Integrity, confidentiality, and professionalism.
- Good organisational and record-keeping skills.
- Ability to work independently and collaboratively within a team.

7. Expected Deliverables

The Tax Assistant will be expected to deliver:

- Accurate and timely preparation and filing of client tax returns.
- Updated tax compliance schedules and deadline trackers.
- Complete and properly maintained client tax documentation.
- Timely follow-up and resolution of outstanding compliance matters.
- Tax reconciliations and reports prepared within agreed timelines.
- Prompt escalation of identified tax risks, discrepancies, and potential penalties.

8. Performance Indicators

Performance will be assessed based on:

- Timeliness and accuracy of tax returns and computations.
- Compliance with statutory deadlines.
- Quality and completeness of client records and working papers.
- Responsiveness to client requests and internal assignments.
- Effectiveness in identifying and escalating tax compliance risks.

- Adherence to firm policies, professional standards, and confidentiality requirements.

9. Reporting and Supervision

The Tax Assistant will report to the Tax Manager or Managing Partner and will work closely with the tax, audit, and accounting teams to ensure efficient delivery of client services.

10. Commencement and Application

The successful candidate is expected to be **available to commence work from 1st January, 2027 upon selection.**

Interested candidates should submit their updated CV, copies of relevant academic and professional certificates, and a brief cover letter to pedoandassociates@gmail.com CC pedoassociates@yahoo.com