

Senior Tax Compliance Officer

Department

Tax Department

About the position

Location

Diep River, Cape Town

Position Type

Permanent

Purpose of the role

To render the full Tax service to a portfolio of clients.

Academic Qualifications Required

- A Tax qualification.

Competencies and Experience Required

Competencies

- Strong Taxation knowledge
- Decisive and accurate
- Ability to prioritise
- Ability to work under pressure in a deadline driven environment
- Strong customer focus

Experience

- 3-5 years tax experience in a similar environment

Required Computer Package Experience

- Microsoft Office
- SARS E-filing

Key Duties and Responsibilities – Key Performance Indicators

Able to perform the following tasks:

- Individuals: Completion of Tax Schedules, Income Statements, Statements of Assets & Liabilities, Reconciliation of Assets & Liabilities, CGT Calculations & computations and Tax computations in preparation for completing individual IT12 returns on e-filing
- Companies and Trusts: Submission of tax returns on SARS e-filing
- Checking & processing ITA34's
- Completion of IT14's & IT12TR's
- Completion and submission of Tax Directive Applications with supporting documents thereto
- Preparation of IRP6 returns and letters.
- Tax Clearance Applications in respect of Good Standing, Tender or Foreign Investment.
- Completion and submission of Income tax registration for individuals, companies, close corporations and trusts along with documents to support applications
- Attendance to queries which need resolving at/ with SARS
- Facilitation of payments to SARS via e-filing & where clients issue cheques to be deposited, submission of IT returns when requested to do so
- Completion & submission of Dividend withholding tax forms being DWT01 & DWT02 on e-filing.
- Resolution of income tax, VAT and PAYE queries and disputes with SARS on behalf of clients.

Level of Independence

Work independently, but report to Manager or Partner

Apply Now

Applications to be sent to: Martli Uys, HR Manager at hr.constantiavalley@pkf.co.za