

Job Title: Tax Compliance Officer
Department: Tax Department

JOB DESCRIPTION

**JOIN THE
PKF EXPERIENCE**

**DO YOU WANT TO BE
CHALLENGED DAILY
AND WORK WITH AN
INSPIRING TEAM?**

PKF Port Elizabeth is recruiting
for a Tax Compliance Officer

Send applications to
samantha.senekal@pkf.co.za

www.pkfexperience.co.za

LOCAL
KNOWLEDGE,
GLOBAL
EXPERTISE

Tax Compliance Officer

Purpose of the role

To ensure the correct and accurate completion of Income Tax Returns, as required by the South African Income Tax system.

Academic Qualifications Required:

- Matric with accountancy
- Minimum of 3 years' experience in similar role

Skills, Competencies and Experience Required:

Skills

- Technical knowledge related to job, i.e. knowledge of South African Income Tax
- Consistently complete Income Tax Returns correctly and accurately
- Effective organisation of daily tasks (time management, planning, administration and reporting skills, meeting deadlines)
- Client focus – internal and external (responding to client needs, service)
- Problem solving
- Teamwork

Competencies

- Numerical accuracy
- Communication (verbal and written)

Experience

- Experience in completion of Income Tax returns

Required Computer Package Experience:

- Microsoft Office and/or Open Office and/or Lotus
- Tax Planner
- Professional Series (Accfin)

Key Duties and Responsibilities – Key Performance Indicators:

- Complete Income Tax returns, based on financial statements generated by the Audit and Bookkeeping Departments
- Complete Income Tax returns, based on the necessary information obtained from clients, other than those for which financial statements have been prepared for by the Audit and Bookkeeping Departments
- Attach all necessary documentary proof to the completed Income Tax returns, so as to eliminate unnecessary queries and revised assessments from SARS

- Complete Income Tax returns, forward to clients for signature, and lodge returns with SARS within the shortest possible turnaround time, all other constraints considered, so as to ensure that submission deadlines are met
- Deal with queries from SARS relating to Income Tax returns completed, at the discretion of the relevant partner
- Monitor the submission of returns for the relevant partner(s) ensuring that returns which can be submitted are submitted timeously
- Applications to SARS for registration of clients, where required
- Drafting of statements of assets and liabilities, capital reconciliations and tax computations
- Calculating third and additional top-up payments when required
- Controlling general administration of key duties and responsibilities
- Performing any other tasks relating to the completion of Income Tax returns, which may be reasonably expected

Work Complexity:

- Supporting one or more partners

Level of Independence:

- Work independently with limited daily supervision

Applications to be sent to:

Samantha Senekal

HR Manager

samantha.senekal@pkf.co.za