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| 1. **Job Title**
 | Financial and Tax Accountant |
| 1. **DEPARTMENT**
 | Finance |
| 1. **Location**
 | Rosebank, Johannesburg |
| 1. **Date**
 | 10 June 2022 |

| **High Level Objectives** | **Key Performance Activities** |
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| prepare monthly financial performance reports | * Prepare monthly, quarterly and annual balance sheet and income statement reporting to Group
* Facilitate query resolution on above reporting
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| ensure the bank complies with issued international accounting standards (ias) and international financial reporting standards (ifrs) | * Prepare and maintain monthly IFRS 16 computations, including processing of related journals and compilation of associated reconciliations
* Maintain fixed asset register including reconciliation to GL
* Review suspense account reconciliations for impact on tax and accounting positions
* Prepare accrual and prepayment accounting and reconciliations, including tax impact thereof
* Prepare annual statutory financial statements
* Liaise with Bank-wide teams to collate all underlying information required as inputs into the annual statutory financial statements
* Attend to all external audit queries as pertains to content of annual statutory financial statements
* Maintain year-end period 13 adjustment schedule and reconciliation
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| Ensure the bank complies with tax laws and regulations | * Ensure that the Bank’s tax affairs are up to date on a monthly basis
* Ensure accurate and timeous submission of required returns (VAT201, ITR14, IT14SD, IRP6, PAYE)
* Assist foreign employees with employee tax returns
* Manage payments to and refunds from SARS
* Prepare interim, provisional and annual income tax computations with requisite supporting schedules
* Prepare monthly and annual VAT computations using the standard turnover method
* Prepare monthly tax journals and reconciliations
* Ensure accurate system-generated and manual-initiated journal entries
* Implement all internal and external audit recommendations, where appropriate
* Streamline tax-related processes wherever possible
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| liaise with sars on all tax matters | * Respond to SARS queries (Requests for verification, Operational audits etc.)
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| keep abreast of changes within the tax and ifrs landscapes, and communicate impact accordingly | * Participate in Banking Association Direct and Indirect Tax Committee meetings
* Understand and analyse tax structuring and tax planning opportunities within the Bank
* Draft position papers on legislative changes indicating the impact to the Bank
* Liaise with Business Unit Heads on tax matters with which they require assistance (including but not limited to Income tax, VAT and PAYE)
* Implement knowledge-sharing sessions within the Bank (train and develop staff)
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| **EXTERNAL RELATIONSHIPS** |
| **Stakeholder**  | **Nature and purpose of the working relationship** | **Frequency** |
| SARS | Key contact person for queries and rulings | Ongoing |
| Internal Auditors | Contact person during quarterly audits as per scope coverage | Quarterly |
| External Auditors | Key contact person during interim and year-end audit | Bi-annual, and ad-hoc where required |
| Tax and Legal specialists | Obtaining legal counsel | Ad-hoc; when necessary |

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| **FORMAL QUALIFICATIONS** |
| Minimum qualifications | B. Comm (Hons)  |
| Certifications | None |
| Licences | None |
| Training courses | Tax updates, IFRS updates |
| FAIS compliant | No |

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| **EXPERIENCE** |
| Minimum three years’ working experience in tax and technical accounting, preferably in a Financial Services environment |

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| **KNOWLEDGE AND TECHNICAL COMPETENCIES** |
| **Competency** | **Level required by job** |
| Knowledge of relevant tax legislationKnowledge of IFRSKnowledge of systems (Banking/General Ledger)Report-writing skillsExcel skills | SolidSolidEssentialExcellentAdvanced |

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| **PERSONAL COMPETENCIES** |
| Good interpersonal and communication skillsMeticulous attention to detailAble to work under pressureDeadline-driven with good time management skillsPro-active in implementing recommendationsSolution drivenGood analytical skills |