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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 |
| 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 |
| 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 |
| liaise with sars on all tax matters | * Respond to SARS queries (Requests for verification, Operational audits etc.) |
| 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 legislation  Knowledge of IFRS  Knowledge of systems (Banking/General Ledger)  Report-writing skills  Excel skills | Solid  Solid  Essential  Excellent  Advanced |

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| **PERSONAL COMPETENCIES** |
| Good interpersonal and communication skills  Meticulous attention to detail  Able to work under pressure  Deadline-driven with good time management skills  Pro-active in implementing recommendations  Solution driven  Good analytical skills |