



Exciting career opportunity



#Thrive with us and #Come as you are

Tax Senior Associate

KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. Our purpose is to inspire confidence and empower change. We have a notable Africa Footprint serving clients across the continent. Our East Africa practice comprises Kenya, Uganda, Tanzania, and Rwanda.

The Nairobi office serves as the regional coordinating office providing the required networking to facilitate delivery of services on a timely basis to meet and exceed our clients' expectations.

Position Summary

We are currently looking for a Senior Associate in our Tax & Regulatory Services Unit to support us in overseeing the delivery of tax compliance and advisory services to a variety of clients by leading the engagement team, managing resources and ensuring that deliverables meet the required standards.

Key roles and responsibilities

- Performing engagement management activities including engagement set up, resource planning, billing analysis, invoicing and collection.
- Completing engagement and client KYC risk assessments as per KPMG guidelines.
- Provide technical assistance to the rest of the engagement team by planning and guiding tax return preparations for accuracies, reviewing prepared tax returns by other members, preparing more complex tax returns, and taking on the overall review of work by the rest of the team.
- Building and managing client relationships.
- Developing and managing own client portfolio.
- Being the contact person and client liaison with respect to communications with Regulators and Authorities.
- Simultaneously implement multiple projects which involves client interviews, computations, analysis, data gathering and coordination of KPMG and client resources.
- Drafting opinion letters, responses to Revenue Authority inquiries, Revenue Authority ruling requests and writing other technical memoranda.
- Advise clients on a full spectrum of tax services in line with their related circumstances including planning, research, bankruptcy emergence planning, out of court workouts, debt restructurings, tax basis, earnings and profits, etc.
- Liaising with client's finance/accounting departments and tax advisors to gather pertinent facts for analysis of tax risks.
- Facilitating and supporting in tax discussions with cross functional teams such as Tax, IT, Audit etc.
- Preparing Tax BU training presentations aimed at external and internal audiences.
- Researching and consult on various tax matters to build technical competence, develop business and industry expertise.
- Supervising, training and mentoring associates and interns on tax projects.
- Assessing performance of staff for engagement reviews; perform in-charge role as needed.
- Any other duties as may be assigned.

Academic/Professional qualifications and Experience:

- Business related Bachelor's degree from an accredited college/university.
- Must have a **minimum of 4 - 6 years** of working experience.
- Experience in an accounting/ law firm, and/or corporation, will be an added advantage.
- Professional qualifications e.g., ACCA, CPA are highly desirable.
- Post Graduate Diploma/ Masters in taxation or any professional qualification in taxation from an accredited college/university will be an added advantage.
- Proficient in Microsoft Office applications including Word, Excel, and Access along with experience performing internet research.

Personal attributes:

- Excellent advisory and compliance skills.
- Excellent verbal and written communications skills and the ability to articulate complex information.
- Ability to build positive relationships with team members and clients.
- Ability to handle simultaneously multiple engagements and client service teams.
- Flexibility in prioritizing and completing tasks.
- Strong organizational skills.
- Willingness to work under supervision and learn new skills quickly.
- Good analytical and problem-solving skills.
- Excellent negotiation skills.
- Good knowledge of Tax laws, rules and regulations.
- Working knowledge of accounting information systems and Tax tools.
- Comfort interacting with C-level professionals.

We offer:

- An exciting opportunity to work with a Big 4 firm on cutting edge clients across Africa.
- Continuous learning and development.
- Exposure to multi-disciplinary client service teams.
- Unrivalled space to grow and be innovative.
- Opportunity for international travel.

If your career aspirations match this exciting opportunity, please use the link below to apply:

[Tax Senior Associate – Consulting – Candidate's Summary](#). Filling the link is mandatory for consideration alongside your application to talentrecruit@kpmg.co.ke quoting 'Tax Senior Associate'. This role will be shortlisted on a rolling basis.

Please note that only shortlisted candidates will be contacted.