Exciting career opportunity

#Thrive with us and #Come as you are

Tax Associate – Consulting

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 an Associate in our Tax & Regulatory Services Unit to support us in performing a variety of consulting engagements to help clients comply with their tax obligations.

Key roles and responsibilities

- Proactively assist the team on different aspects of engagements in the planning and implementation of project activities which include client interviews, computations, analysis, data gathering, and coordination of KPMG and client resources as may be assigned.
- Conduct tax research, tax planning, and the preparation of supporting work papers for various tax returns and tax related projects.
- Consulting with clients, reviewing tax information and responding to questions and concerns.
- Maintain accurate and up to date client records.
- Perform the necessary Risk Management and KYC procedures for engagements.
- Assist with drafting opinion letters, responses to Revenue Authority inquiries, Revenue Authority's ruling requests and writing other technical memoranda.
- Assist Senior Associates and Managers with engagement administration and billing.
- Build and manage client relationships.
- Assist in organizing trainings and other departmental activities within and outside the firm.
- Contribute to thought leadership through writing articles and participating in activities aimed at brand enhancement.

Academic/Professional qualifications and Experience:

- Business related Bachelor's degree from an accredited college/university.
- Must have a **minimum of 2 -3 years** of working experience.
- Experience in corporation tax, Value Added Tax, Pay As You Earn, Withholding VAT and Tax Procedures in an accounting/ law firm, and/or corporation, will be an added advantage.
- Professional qualifications e.g., ACCA, CPA are highly desirable.
- 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 Associate – Candidate's Summary. Filling the link is mandatory for consideration alongside your application to talentrecruit@kpmg.co.ke quoting '**Tax Associate'.** This role will be shortlisted on a rolling basis.

Please note that only shortlisted candidates will be contacted.

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