

## NCBA Bank Tanzania Limited

<b>Job Title:</b>	Tax Manager	<b>Reports to:</b>	Head of Finance
<b>Unit:</b>	Tax	<b>Department:</b>	Finance
<b>Grade:</b>	Band 5	<b>Date:</b>	
<b>Job holder:</b>		<b>Supervisor:</b>	
<b>Signature:</b>		<b>Signature:</b>	

### Job Purpose Statement

The role is responsible for Tax planning, Tax risk management, Transfer Pricing Policy management and Tax compliance for the Bank, through continuous engagement with revenue authorities, tax advisors and business units.

The role proactively manages and minimises inherent taxation risks within the Bank

### Key Accountabilities (Duties and Responsibilities)

Perspective	% Weighting <i>(To add up to 100%)</i>	Output
<b>Tax planning and management (Financial)</b>	<b>40%</b>	<ol style="list-style-type: none"> <li>1. Proactively follow up on any tax planning ideas as well as any risk mitigation measures across the Bank.</li> <li>2. Develop and implement systems for collating and analysing tax data to provide relevant management information and reports to specified stakeholders.</li> <li>3. Define and set out tax calendar for all applicable taxes and payment dates.</li> <li>4. Ensures timely and accurate filing of all tax returns across the Bank.</li> <li>5. Lead and guide the finance function on various aspects of technical tax matters including liaising with tax authorities.</li> <li>6. Ensure all applicable taxes in accounts payables space are properly accounted for and remitted within set time lines.</li> <li>7. Actively participate in the implementation of financial policies, procedures and internal controls.</li> <li>8. Lead and guide monthly current and deferred tax computation.</li> </ol>

		<ol style="list-style-type: none"> <li>Coordinating annual tax review process by external auditor.</li> </ol>
<b>Group Transfer Pricing Risk Management (Financial)</b>	<b>20%</b>	<ol style="list-style-type: none"> <li>Custodian of the Transfer Pricing Policy. Responsible for ensuring that policy is up to date and appropriate agreements and approvals are in place to ensure compliance.</li> <li>Minimise Transfer Pricing exposures across by ensuring transactions with related Companies are on arm's length basis evidenced by consistent documentation.</li> <li>Ensure an efficient cost booking policy meets both local and Group requirements</li> <li>Assist in managing cost recharges from the Group. This entails continuous engagement with the Group recharges from a tax and transfer pricing perspective</li> <li>Ensure timely raising and settlement of any TP related invoices across the group</li> <li>Ensure proper management of Transfer Pricing audits, queries and disputes from the tax authorities and regulators</li> <li>Provide Transfer Pricing (TP) support and input into various TP initiatives and projects impacting the Group.</li> </ol>
<b>General Ledger maintenance (Internal business processes)</b>	<b>10%</b>	<ol style="list-style-type: none"> <li>Monthly reconciliations, disposition of reconciling items and tracking of tax suspense accounts.</li> <li>Documentation of all systems tax configurations in line with applicable laws and procedures.</li> <li>Continues review of completeness of systems application of tax laws and procedures.</li> </ol>
<b>Prevention of exposure to risks (Customer)</b>	<b>20%</b>	<ol style="list-style-type: none"> <li>Lead and guide accounts payable team on vetting of supplier invoices to avoid any tax exposure.</li> <li>Review of all bank's/group's contracting documents/agreements for tax planning and management purposes.</li> <li>Ownership of tax specifications in relation to new businesses, projects and products.</li> <li>Ensure proper and well organised tax documents safe keeping and filing system.</li> <li>Monitor release of new tax laws, emerging risk.</li> <li>Ensure new products being introduced have been reviewed for tax impact analysis and timely advise and sign off done.</li> </ol>

<b>Leadership and People Development</b>	<b>10%</b>	<ol style="list-style-type: none"> <li>1. Build, develop and motivate a high performance team committed to success</li> <li>2. Set challenging performance objectives and measures for the team and provide regular feedback and honest assessment on achievement</li> <li>3. Train, guide and provide leadership, direction and pace to the team</li> <li>4. Improve taxation knowledge within the Bank through communication and tax training where appropriate</li> <li>5. Be a role model for the team, performing duties wholeheartedly</li> <li>6. Build and maintain working relationships with revenue authorities</li> </ol>
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## Job Dimensions

<b>Reporting Relationships: jobs that report to this position directly and indirectly</b>	
Direct Reports	1
Indirect Reports	1

<b>Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>▪ Bank Business units</li> <li>▪ Bank support functions</li> <li>▪ Head of Finance and Strategy</li> <li>▪ IT teams for GL maintenance</li> </ul> <b>Finance Peer Teams</b> <ul style="list-style-type: none"> <li>▪ Group Financial Controller</li> <li>▪ Head of Financial Systems</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>▪ Tanzania Revenue Authority</li> <li>▪ Bank of Tanzania</li> <li>▪ Tanzania Bankers Association</li> <li>▪ Tax consultants</li> <li>▪ External auditors</li> </ul>

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- NBV CFOS

**Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make** *(Indicate if it is Operational, Managerial or Strategic). Please also highlight any budgetary control responsibility if applicable for the role.*

- **Strategic:**
  - Changes to tax management procedures in line with regulatory changes.
- **Budgetary control:**
  - Approval of expenditures as per relevant policy.
- **Managerial:**
  - Product teams on tax implications to the Bank
  - Government budget implications to the Bank

**Work cycle and impact: time horizon and nature of impact (Planning)**

*(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1 month – 3 months, 3-6 months, 6-12 months, above 1 year)*

**Strategic- 1 year and above**

- Tax planning in line with annual budgets
- Government budget changes and impact to the group over the annual period and beyond
- Dispute resolutions with regulators

**Operational – 1- 6 months**

- Tax numbers for annual audits
- Tax returns – annual
- Tax payments
- Monthly GL reconciliation to avoid future penalties and ensure 100% compliance

### **Ideal Job Specifications**

#### **Academic:**

- Bachelor's Degree in Accounting, Law, Economics or other Business field
- Professional qualification in CPA or ACCA
- Registered Tax Consultant with TRA

#### **Professional:**

At least 4 years' experience in Taxation, Finance and Accounting.

#### **Desired work experience:**

- A minimum of 2 years in banking environment with 2 years' experience in handling legal tax matters will be an added advantage.
- Strong accounting and analytical skills.
- Knowledge of financial products and regional exposure would be an added advantage.
- In depth understanding of tax laws and procedures within the East African region.

### **Bank Core Value Behaviours (Performance Drivers)**

<b>Driven</b>	We are passionate, make bold decisions and learn from our failures. We seek new challenges and appreciate new views constantly raising the bar. We explore our full potential
<b>Open</b>	Our integration are candid, honest and transparent. We listen to each other and our clients. We are inclusive and always respect each other.
<b>Responsive</b>	We are proactive, act quickly and resolutely to deliver results. We put our customer's interests at the heart of all that we do. We keep it simple and seek new ways to improve.
<b>Trusted</b>	As a trusted partner, we do what is normally right always. We are our word. We are accountable and believe in each other.

### **Ideal Job competencies**

<b>Technical Competencies</b>	
<b>Leadership</b>	Uses the bank's performance management tools and skills to optimise own productivity. Able to act as a positive role model by demonstrating desirable behaviours and inspire others to strive for higher levels of performance. Seeks for self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture. Great Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.
<b>Commercial Awareness</b>	Demonstrates an understanding on how key business issues affect the profitability of the Bank. Recognises the commercial implication of different courses of action and demonstrates an understanding of the market which the bank operates
<b>Strategic Thinking</b>	Considers the long term implications of current activities and aligns short term objectives with long term strategic goals and formulates clear and practical steps to meet these objectives. Demonstrates a detailed understanding of the bank's strategic direction.
<b>Problem Solving.</b>	Seeks to identifies the root causes of problems and explore a range of possible solutions. Makes timely decisions based on reliable sources of information and seeks and obtains the views of others where appropriate to assist in making objective decisions
<b>Financial, Banking and Tax Law</b>	<ul style="list-style-type: none"> <li>• In depth understanding of tax laws and procedures within the East African region.</li> <li>• In depth understanding of International Financial Reporting Standards to support tax accounting for various bank products.</li> <li>• Knowledge and effective application of all relevant banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.</li> </ul>

<b>Behavioural Competencies</b>	
<b>Interpersonal Sensitivity</b>	Shares recognition for accomplishments with other team members, promoting a positive and friendly team climate. Openly shares important information with other team members. Actively encourages and supports contribution from other team members. Demonstrates respect for other people's perspectives and opinions
<b>Resilience</b>	Maintains focus on tasks when under pressure until completion. Demonstrates a positive attitude in difficult situations. Responds in a controlled way when facing opposition. Shows determination and drive to overcome obstacles and problems.
<b>Communication</b>	Ability to presents ideas in a clear and concise manner when communicating. Responding to objections raised in a considerate and convincing manner and check to ensure that information has been understood.
<b>Planning and Organising</b>	Able to make the best use of available resources to achieve desired results, especially departmental objectives. The role requires one to keep track of progress on tasks and projects against plans and build contingencies and risk management plans to allow for unexpected events.
<b>Action Oriented</b>	Be able to originate action rather than waiting for others to do so. Able to take action to improve progress without prompting.