

Job Title: Tax Administrator

Department: Tax Department

JOB DESCRIPTION

LOCAL
KNOWLEDGE,
GLOBAL
EXPERTISE

Tax Administrator

Purpose of the role

To ensure the correct and accurate completion of Income Tax Returns, as required by the South African Income Tax system.

Academic Qualifications Required:

- Grade 12
- 2 – 3 Years Tax Experience

Skills, Competencies and Experience Required:

Skills

- Technical knowledge related to job, i.e. knowledge of South African Income Tax
- Consistently complete Income Tax Returns correctly and accurately
- Effective organisation of daily tasks (time management, planning, administration and reporting skills, meeting deadlines)
- Client focus – internal and external (responding to client needs, service)
- Fully Bilingual (Afrikaans & English)
- SARS e-Filing knowledge

Competencies

- Numerical accuracy
- Communication (verbal and written)

Experience

- Experience in completion of Income Tax returns

Required Computer Package Experience:

- Microsoft Office
- Greatsoft Software knowledge will be an added advantage

Key Duties and Responsibilities – Key Performance Indicators:

- Correspond with SARS Consultants.
- Assist with SARS and general tax queries.
- Assist with ad hoc tax tasks.
- Must have a good understanding of the SARS procedures.
- Must have good problem-solving skills, communication skills and client service orientated.
- The ideal candidate should be able to work under pressure with deadlines in a fast-paced environment while delivering exceptional quality work.
- Own transport.

Work Complexity:

- Supporting one or more partners

Level of Independence:

- Work independently with limited daily supervision

Applications to be sent to:

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