



CEZAM ([www.czmkenya.com](http://www.czmkenya.com)) is a member firm of HLB International, a global network of professional accounting firms and business advisers. HLB International through its global network serves clients in 110 countries supported by more than 14,000 professionals in over offices worldwide. To support our growing client base, we are inviting applications from proactive and dynamic individuals for the following position:

### **Tax Manager (1 position)**

#### **Job Description**

The position reports to the Tax Director and will have direct responsibility as follows:

- Providing tax structuring and tax consulting advice including company transactions, trust matters, tax structuring, tax consolidation, private company loan issues and other tax matters.
- Completion of ad-hoc consultancy transactions /projects and research as required
- Liaising with Revenue Commissioners
- Participating in new business initiatives – tenders, marketing etc.
- Achieve team and individual budgets and business plan/ performance objectives.
- Manages project financials, including budgets, WIPS, timely billing and collection.
- Maintain the highest technical and professional standard.
- Identifying ways to maximize the relationship with clients and deliver added value.
- Managing, train and coaching junior team members
- Ensure compliance with internal risk management and external regulatory requirements
- Produce high quality reports for clients highlighting issues and providing potential solutions
- Undertake wider office activities, as required.

#### **Requirements**

- University degree in finance, law or related field
- 5+ years previous corporate tax advisory experience gained at in a chartered firm. Experience dealing with private businesses and handling is tax planning/consultancy assignments is mandatory.
- Excellent English communication and report writing skills
- Excellent project management and presentation skills
- High level of integrity and professional competence
- Proficiency in MS Office applications

Interested candidates who meet the above requirements are requested to send their applications to [nelly.mutinda@czmkenya.com](mailto:nelly.mutinda@czmkenya.com) by **11 December 2014**