

## Junior Executive -Taxation Finance

The position holder should ensure compliances with the prevailing tax laws in effect by the Bank and assist the Bank to obtain maximum benefit through proper tax management

### The Job

- Prepare the computations of different indirect tax liabilities (such as, VAT, FSVAT, SVAT, WHT, and Stamp duty etc) based on the existing tax laws in effect to facilitate the tax payments
- Prepare tax returns and filing of tax returns with relevant schedules either manually or through RAMIS system of the department of Inland Revenue
- Ensure the tax payments and the filing of tax returns are done on the due taxes by applying correct tax codes and tax periods as per the existing tax laws to avoid any assessment / penalties to the Bank
- Liaise with other Departments, branches to collate necessary information for the tax computations/ filing returns
- Update all procedure manuals of indirect taxes on time to ensure the incorporation of all amendments to tax laws, guidelines of the Department of Inland Revenue and internal procedures
- Prepare GL reconciliations in accordance with the GL reconciliation policy of the Bank.
- Prepare the information to be submitted to the Tax Consultants/ internal and external Auditors
- Maintenance of all soft copies and /or hard copies related to tax computations, payments, returns, advices and IRD correspondence

### The Person

- A bachelors' degree in Accounting , Finance and Commerce or any other related field
- Full or part qualification in CASL/ ACCA
- Experience in minimum of 3 years full time accounting / corporate tax in a company
- Possess strong negotiation and communication skills
- Should be a team player and be able to work under pressure
- Ability to pay attention to detail
- Should possess a minimum rating of "Meets Expectation" for the last performance year
- Should not have a disciplinary inquiry under investigation

Please login to <https://www.ndbbank.com/careers> to apply on or before 29<sup>th</sup> April 2023

We will correspond only with the shortlisted applicants

*"We are an equal opportunity employer"*



Vice President, Group Human Resources

Classification: **Internal**

