



Job Ref. No. **JHL027**

Position: **Tax Manager**

Jubilee Insurance was established in August 1937, as the first locally incorporated Insurance Company based in Mombasa. Jubilee Insurance has spread its sphere of influence throughout the region to become the largest Composite insurer in East Africa, handling Life, Pensions, General and Medical Insurance. Today, Jubilee is the number one insurer in East Africa with over 1.9 million clients. Jubilee Insurance has a network of offices in Kenya, Uganda, Tanzania, Burundi and Mauritius. It is the only ISO certified insurance group listed on the three East Africa stock exchanges – The Nairobi Securities Exchange (NSE), Dar es Salaam Stock Exchange and Uganda Securities Exchange. Its regional offices are highly rated on leadership, quality and risk management and have been awarded an AA- in Kenya and Uganda, and an A+ in Tanzania. For more information, visit www.JubileeInsurance.com.

We currently have an exciting career opportunity for a **Tax Manager**. The position holder will report to the **Senior Regional Head of Finance** and will be based at our Head Office in Nairobi.

Role Purpose

The role holder will be responsible for the development, documentation, and implementation of tax planning strategies for the group. This role involves preparing key tax-related documents for board approval, providing tax guidance on strategic issues to senior management, and developing and implementing group-wide tax-sharing models and transfer pricing documentation.

Main Responsibilities

Strategy

1. Offering tax leadership on all tax matters for the group and subsidiaries across multiple countries.
2. Advising on the tax effect of introducing or changing business structures, mergers, acquisitions, and group transactions, and recommending tax planning strategies.
3. Advising on tax-efficient ways for business contracts and new products within the group.
4. Developing and maintaining transfer pricing documentation and mitigating transfer pricing risks.
5. Developing, documenting, presenting, and maintaining the group cost-sharing model to optimize tax positions.
6. Working closely with the CFOs on key tax considerations in acquisitions/mergers to ensure tax items and risks are addressed.
7. Conducting and managing group tax health checks across territories to minimize tax exposure and implement mitigation actions.
8. Researching tax implications for group expansion into new territories.

Operational

1. Directing all tax compliance matters, including coordination, preparation, and review of returns to ensure group-wide compliance.
2. Ensuring good tax compliance status in the group, including subsidiaries.
3. Overseeing the development and review of the monthly and annual tax provisions for the group, maintaining all tax accounts.
4. Resolution of revenue authority tax audit issues for any entity in the group.
5. Successful implementation of the group share model and transfer pricing documentation.
6. Advising senior management and the board on changes in tax legislation, new developments such as double taxation treaties, and case laws affecting the group.
7. Developing relationships with key stakeholders, such as tax revenue authorities and capital market authorities, to manage issues within the group.
8. Offering tax leadership across the group's various businesses and regions to ensure alignment and strategic oversight.

Corporate Governance

1. Compliance: Stay updated on industry regulations, compliance requirements, and best practices related to claims management and reinsurance.
2. Adherence to the laws and regulations of Kenya, the policies and regulations within the insurance industry and all internal company policies and procedures.
3. Ensuring compliance with applicable statutory and regulatory requirements and establishing mitigation measures against emerging business risks.

Leadership and Culture

1. Building the team capabilities and ensuring adequate succession planning within the department
2. Fostering a corporate culture that promotes ethical practices and good corporate citizenship while maintaining a conducive work environment.
3. Collaborate with cross-functional teams to develop initiatives that promote a positive and inclusive company culture.

Key Competencies

1. Leadership: Ability to lead and motivate a team, driving high performance and fostering a collaborative work environment.
2. Strong communication skills to clearly present tax strategies and recommendations to senior management and the board.
3. Strategic Thinking: Ability to develop and implement long-term tax strategies that align with the organization's overall business goals.
4. Analytical Skills: Strong analytical and problem-solving skills to assess complex claims and reinsurance issues and identify solutions.
5. Stakeholder Management: Ability to build and maintain relationships with key external stakeholders, including tax authorities and regulatory bodies.
6. Risk Management: Ability to conduct tax health checks and ensure the organization remains compliant while minimizing exposure to tax liabilities.
7. Business Acumen: Ability to evaluate the tax implications of business decisions and recommend tax-efficient solutions that support business growth.
8. Project Management: Strong skills in handling multiple tax initiatives, ensure timely execution of tax compliance processes, and manage ongoing tax projects. Ability to identify opportunities for process optimization and implement improvements to enhance efficiency and effectiveness.

Qualifications

1. Bachelor's degree in Accounting, Finance, Business or any other related course .
2. Master's Degree in Accounting or Taxation will be an added advantage.
3. Diploma in Insurance.
4. CPA(K) Qualification.

Relevant Experience

- At least 5 years of experience dealing with tax matters.
- In-depth knowledge of tax accounting, tax compliance and all types of tax returns.
- Demonstrated experience in a leadership role, overseeing and managing a team.

**If you are qualified and seeking an exciting new challenge,
Please apply via Recruitment@jubileekenya.com quoting the Job Reference Number and
Position by 30th September 2024
Only shortlisted candidates will be contacted.**