



Designation: PP4883 - Tax Accountant
Category: Group Finance
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Closing date: 02 Oct 2026
Location: Sandton

Purpose of the Job:

Responsible for ensuring compliance with South African and International tax legislations, as well as ensuring the integrity of the Group's tax general ledger accounting.

Overview:

Responsibilities:

Tax Compliance:

- Administer and file any Tax related correspondences, Group Revisions and Internal opinions
- Preparation and Submission of Corporate Income Tax returns for South African entities.
- Timeous payment of assessed taxes and reconciliation to submitted tax return
- Calculation and submission of provisional tax return and ensure payments are made timeously
- Dividends Tax submissions
- Preparation and submission of monthly VAT201 returns and associated payments for South African entities
- Check SARS correspondence and assist with the preparation of responses to SARS
- Ensuring entities have a valid Tax clearance certificate and resolving any related queries
- Performance of internal compliance reviews across selected entities.
- Preparation of Transfer pricing documentation for local and foreign entities.

Tax Accounting:

- Preparation of monthly journals for current and deferred tax
- Assist with the preparation of tax forecasts, budgets, and cashflows
- Reconciliation of SARS assessed accounts for corporate tax to the General Ledger
- Assisting the finance team with the clearing reconciling items on the VAT control accounts
- Assist External Auditors at Year-End including preparation of schedules, providing supporting documentation, explaining procedures, and clearing audit queries raised.
- Assist with the preparation of tax disclosure notes in the AFS.

Governance:

- Assist with the updating of Tax Policy Manuals and Procedures
- Ensure that the businesses comply with the policies and procedures
- Attendance at bi – annual Group Tax Committee meetings
- Keep up to date with tax legislative updates.

Reporting:

- Assist with the Compilation of Group Tax Risk and Status Report
- Assist with the preparation quarterly divisional tax reports.
- Assist with the preparation of the Group Tax Committee report and presentation.

Required:

- Matric / Grade 12

- B-Degree
- H. Dip Tax (Law) or studying towards
- Degree / Diploma / Masters in Investments, Economics, Finance
- 6 months -1 year with sustainability specific training
- 2 - 4 years in Tax.

Skills & Competencies:

Knowledge and skills:

- Analytical Thinking and Attention to Detail
- Holistic/Big Picture Thinking Includes Forward Thinking)
- Problem Solving (Includes Reasoning).

Functional Skills:

- Strong understanding of sustainability, ESG, impact and relevant frameworks, standards, and emerging trends.
- Conduct robust research, interpret information, and generate evidence-based insights and recommendations.
- Interpret quantitative and qualitative information and turn it into clear reports, visuals, and insights.
- Capacity to understand impact measurement concepts, methodologies, materiality, and assessment approaches.

Business Skills:

- Understand Sustainability and Investments and the broader financial services environment sufficiently to contextualized sustainability and impact insights.
- Understand client needs and translate technical analysis into useful, decision-relevant insights.
- Ability to plan, structure and coordinate multiple workstreams, stakeholders, deliverables, and timelines effectively.

Leadership Competencies:

- Practical Execution Management (Planning, Organising and Mentoring)

People Skills:

- Communication
- Managing Diversity
- Relationship Building, Listening, Interpersonal Sensitivity
- Teamwork

Core Competencies:

- Assertiveness (Includes willingness to challenge and confront)
- Ethical Behavior/Honesty/Transparency/Modelling of Values
- Flexibility/Adaptability
- Self Management (Planning, Prioritising & Time Management).

The company's approved employment equity plans and targets will be considered as part of the recruitment process. As an equal opportunities employer, we actively encourage and welcome people with disabilities.