

Job Profile for Tax Analyst

- Supports Head, Tax in efficiently managing the tax affairs of AXA Mansard Group with a view to improving the tax compliance status of the Group and instituting tax optimization strategies.

Role Qualification:

Academic/Professional: Degree in Accounting/Business Management. Possession of any relevant postgraduate (MSc, MBA) and/or professional qualification (ACA, ACCA, CITN) will be an added advantage but not compulsory.

Work Experience: Professional experience of 3 - 5 years with a minimum of 3 years in related positions.

Key Responsibilities:

- Prepare corporate tax computations in compliance with the relevant provisions of the tax laws for AXA Mansard Group
- Prepare and file transaction tax returns (Value Added Tax/Withholding Tax) in compliance with the relevant provisions of the tax laws for AXA Mansard Group
- Provide tax advisory on strategic tax issues when applicable or required.
- Maintain professional relationship with tax authorities and tax consultants.
- Provide tax and advisory support to consultants on tax matters in relation to all Federal and State tax issues i.e., tax audit/investigation exercises etc.
- Prepare and provide workpapers, documentation, information in respect to transfer pricing compliance.
- Carry out internal due diligence and documentation for Common Reporting Standards (CRS)
- Prepare and file Country-by-Country-Reports with relevant tax authorities as and when due.
- Provide tax support in respect of the filing of Personal Income Tax Returns for AXA Mansard Group
- Prepare, organize and handle all tax documents, reports and statements.
- Attend to all general tax matters affecting AXA Mansard Group
- Attend to financial tasks that may be assigned within the Finance Group.
- Support the management accounts team during annual statutory audit exercise.
- Assist in facilitating all Risk Management & Operational Resilience (Business continuity, Crisis management & IT service continuity) policies

Required Skills and Competencies

- Strong Interpersonal & Problem-solving skills
- Oral & Written Communication Skills
- Knowledge of Insurance Industry
- Intermediate knowledge of tax laws and relevant application
- Tax audit/tax investigation management skills

- Good relationship building with tax consultants and relevant tax authorities.
- Good understanding of risk management processes
- Analytical and organizational skills

Interested Applicants should send their CVs to **jobtalentrecruit@axamansard.com** stating the role applied for as subject of mail. e.g., **“Tax Analyst”**.