

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

The Tax Assistant is responsible for providing tax support to tax functions especially during tax audits and monthly as well as quarterly/annual tax declarations. The incumbent will also act as a back-up to the Invoice Domiciliation function.

#### Key Accountabilities /Result Area

#### Main Responsibilities

- Support the business during tax audits, monthly, quarterly and annual tax filings.
- Ensure that WHT certificates are prepared as soon as the deductions are done ahead of filing.
- Proceed with transmission of WHT certificates to vendors, Raising of requisitions for P.O purposes.
- Proceed with lodging of tax declaration into Fiscalis.
- Follow up the issuance of CIT quittances from Tax Authority
- Follow up the transmission of documents to Tax Consultant for monthly, quarterly and annual tax reviews.
- Be able to perform some basic tax calculations.
- Act as a backup to the Domiciliation function through the following.
- Make sure payments are made through the bank of domiciliation.
- Get from the bank the attestation of regularization.
- Ensure proper archiving of the whole process.
- Assist during audits from Ministry of Finance and Central Bank.
- Perform any other task that may be given to him in relation to FX regulation.

## **HSSE**

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department

**N.B: The incumbent may perform other related duties as assigned.**

## **Interface & Dimensions**

- Ability to work safely in and out of the office and is prepared to work long hours when required to do so.
- Work with all Departments in the Company.
- Interfaces with Tax Consultants, Tax Authorities, and other government agencies

## **Key Challenges**

- Understand Cameroon tax laws/regulations and procedures.
- Be morally and ethically upright.
- Be able to work accurately and timely with minimum supervision.
- Ability to work as part of a team

## **Experience/Competence & Requirements**

- Minimum qualification of a two-years university degree.
- Minimum 1-4 years of experience working in the area of taxation.
- Ability to read, write and communicate in English and French.
- Knowledge of the Cameroon General Tax Code, Finance Laws, Petroleum Code, Tax returns.
- Understand the principles surrounding some basic tax laws and how basic taxes are calculated.
- Be familiar with basic tax audit procedures.
- Have credibility and good interpersonal skills.
- Have good initiative and ability to work independently.
- Ability to learn quickly



*All interested candidates should submit a CV and cover letter  
to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com)/[www.tefonservices.com/latest](http://www.tefonservices.com/latest)  
1<sup>st</sup> May 2023*

*This vacancy is open to all interested candidates both internal  
and external*

  
*Chick Edmond*  
Human Resources / Operations Director

