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Taxation Assistant (x1)

Job Description

- Assisting with tax compliance duties.
- Preparing tax returns and maintaining accurate records.
- Liaising with BURS on resolving various client issues, including, but not limited to, record corrections, follow-up on refunds, etc.
- Organising Tax clearance certificates for clients.
- Assisting clients with tax, VAT and customs registrations.

Qualifications and Experience

- The applicant should hold a Bachelor's degree in Accounting or a related field with a minimum of 1 year of year experience.
- The applicant should have a strong knowledge of Botswana taxation laws and regulations.
- The Candidate should be Proficient in MS Office applications (Excel, Word).
- Should have the ability to work independently as well as part of a team.

How to apply

Applicants must forward their resume, with certified copies of the relevant documents to P.O Box 401805, Gaborone, OR email them to gbe.recruitment@mazars.co.bw with the subject line "**advt TA June 2024**" no later than **11th July 2024**.

Only shortlisted candidates will be contacted over the telephone or via email.

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