



Job Title Tax Accountant

Closing Date 2026/07/03

Reference Number CCB260622-1

Job Category Finance and Procurement

Company Coca-Cola Kwanza (Tanzania)

Job Type Permanent

Location - Country Tanzania

Location - Province Not Applicable

Location - Town / City Dar es Salaam

Job Description Coca-Cola Beverages Africa (CCBA) presents an exciting opportunity for a Tax Accountant to join the Finance team at CCBA. The role will report to the Tax Manager.

CCBA is the 8th largest Coca-Cola authorised bottler in the world by revenue and the largest on the continent. It accounts for over 40% of all Coca-Cola ready-to-drink beverages sold in Africa by volume. With over 14,000 employees in Africa, CCBA group services more than 800,000 customers with a host of international and local brands. CCBA group operates in 14 countries: South Africa, Kenya, Ethiopia, Uganda, Mozambique, Namibia, Tanzania, Botswana, Zambia, Eswatini, Lesotho, Malawi and the islands of Comoros and Mayotte.

Key Duties & Responsibilities**Key Purpose:**

The Tax Accountant will support the Tax Manager in ensuring the company complies with all applicable tax laws and statutory requirements in Tanzania. The role will be responsible for preparing tax calculations, returns, reconciliations, payments and supporting documentation, while assisting the Tax Manager with tax planning, audits, risk management and engagement with the Tanzania Revenue Authority.

Key Outputs and Accountabilities include, but not limited to:

- Prepare and submit accurate and timely monthly, quarterly and annual tax returns, including VAT, withholding tax, corporate income tax and other applicable statutory taxes.
- Prepare tax payment schedules and ensure payments are processed within statutory deadlines.
- Maintain a detailed tax compliance calendar and follow up with relevant teams to ensure all required information is received on time.
- Keep up to date with changes in Tanzanian tax legislation, tax authority guidelines and relevant court decisions and share key updates with the Tax Manager.
- Maintain complete tax records, return acknowledgements, payment receipts and supporting schedules.
- Prepare monthly reconciliations for VAT, withholding tax, corporate income tax and other statutory obligations.
- Review tax-related general ledger accounts and investigate variances or unusual balances.
- Assist with the preparation of current and deferred tax calculations for monthly management reporting and annual financial statements.
- Prepare tax schedules, reconciliations and supporting documents for internal and external audit purposes.
- Reconcile company tax records against statements and records from the Tanzania Revenue Authority and support resolution of discrepancies.
- Assist the Tax Manager in responding to tax audits, inspections, assessments, objections and queries from the Tanzania Revenue Authority.
- Compile, review and organize supporting documentation required for tax audits and reviews.
- Draft responses to routine tax queries for review by the Tax Manager.
- Maintain a tracker of tax audits, assessments, objections, refunds and outstanding tax matters.
- Follow up with internal departments to obtain information required for tax authority correspondence and audit responses.
- Provide routine tax guidance to finance, procurement, payroll, sales and operational teams under the guidance of the Tax Manager.
- Review invoices, supplier payments and customer transactions to ensure correct VAT and withholding tax treatment.

- Assist in identifying opportunities to improve tax processes, documentation and controls.
- Support tax training and awareness sessions for relevant internal teams.
- Ensure tax files are properly maintained and readily available for audit or management review.

**Skills, Experience Qualifications and Experience:
& Education**

Qualifications:

- Bachelor's degree in Finance or Taxation

Experience:

- At least 2–3 years' experience in tax accounting, finance, audit or a related role.
- Practical knowledge of Tanzanian tax laws, including VAT, PAYE, withholding tax, corporate income tax and statutory levies.
- Experience preparing tax returns, reconciliations and supporting schedules.
- Exposure to tax audits, tax authority correspondence or working with external tax advisers is an advantage.
- Experience using ERP systems such as Oracle, Microsoft Dynamics or similar systems will be an added advantage.
- Strong Microsoft Excel skills and ability to analyse financial data.

Skills:

- Strong practical understanding of VAT, PAYE, withholding tax, corporate income tax, SDL, customs-related taxes where applicable and other statutory obligations.
- Ability to prepare, review and submit tax returns accurately and within statutory deadlines.
- Advanced working knowledge of Microsoft Excel, including pivot tables, lookup functions, reconciliations, data cleaning and reporting.
- High level of accuracy when reviewing invoices, contracts, tax computations, payment schedules and statutory returns.
- Ability to prepare clear tax schedules, reconciliations, management reports, tax-risk summaries and correspondence.
- Ability to build productive working relationships across finance and operational teams.
- Clear written and verbal communication skills.

- Ability to handle sensitive financial and tax information professionally and ethically.
- Willingness to stay informed on changes in Tanzanian tax laws, regulations and tax authority practices.

General

Closing date: 03rd July 2026

The advert has minimum requirements listed. Management reserves the right to use additional or relevant information as criteria for short-listing. Only applications submitted through the e-recruitment portal will be accepted

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