



CAREER WITH AUTOXPRESS TANZANIA LIMITED

AUTOXPRESS is an importer, distributor, and retailer of tyres, auto parts and accessories in the East African Market. We offer an extensive range of repair and services through a well-established network of 100+ outlets across Kenya, Tanzania, Rwanda, Uganda, & Zambia.

AUTOXPRESS in Tanzania is seeking applications from competent, dynamic and self-motivated individual to fill up the following position;

Position (I): Tax Accountant

Job Location: Dar es Salaam

Position Overview

The Tax Accountant will be responsible for supporting the Company's tax compliance, tax accounting, reconciliation, and tax audit activities in Tanzania, ensuring that the Company's tax obligations are accurately calculated, properly recorded, and fulfilled in accordance with applicable Tanzanian tax laws and regulations. The role will involve regular interaction with the Tanzania Revenue Authority (TRA), including navigating TRA systems, responding to tax queries, coordinating tax documentation, and supporting tax audits, reviews, and assessments.

In addition to tax-related responsibilities, the position will provide hands-on support to the wider Finance Department through accounting entries, reconciliations, financial record maintenance, and other day-to-day finance activities. The successful candidate should therefore be comfortable operating across both tax and general accounting functions.

Key Responsibilities

A. Tax Compliance and Statutory Reporting

1. Prepare, review, and support the timely submission of applicable tax returns, declarations, and statutory filings in accordance with Tanzanian tax laws and TRA requirements.
2. Assist with the accurate computation and reporting of corporate income tax, VAT, withholding tax, payroll-related taxes, and other applicable taxes.
3. Maintain a comprehensive tax compliance calendar and monitor filing and payment deadlines.
4. Maintain a register of ongoing and historical tax audits, assessments, objections, disputes, and outstanding tax matters, supporting schedules and documentation for monthly, quarterly, and annual tax compliance requirements.
5. Assist in identifying potential tax risks arising from the company's activities and financial transactions and recommend practical corrective actions.
6. Develop a robust document and record maintenance system to aid in identification and retrieval of records and documents during any audits.
7. Monitor changes in Tanzanian tax legislation, regulations, and TRA practices, and highlight relevant implications to the Finance team, and ensure any changes are effectively implemented in good time.

B. Tax Reconciliations and Technical Analysis

1. Prepare and maintain detailed reconciliations between the general ledger, tax ledgers, tax returns, and supporting accounting records.
2. Investigate and resolve complex tax reconciliation differences, including discrepancies arising between accounting records, VAT returns, withholding tax certificates, payroll records, and TRA statements.
3. Perform reconciliations of tax receivable, tax payable, tax provision, and other tax-related balance sheet accounts.
4. Analyse unusual or complex transactions and determine the appropriate accounting and tax treatment, escalating matters where necessary.
5. Identify historical errors, unreconciled balances, duplicate entries, omissions, and potential tax exposures, and assist in implementing corrective actions.

C. Tax Audits, Assessments, and TRA Engagement

1. Lead and coordinate the Company's responses to TRA tax audits, tax reviews, investigations, and assessments.
2. Prepare audit schedules, reconciliations, supporting documentation, and explanations requested by TRA or external tax advisors.
3. Liaise with TRA officers and navigate TRA systems and processes in relation to routine tax matters, filings, queries, assessments, payment arrangements, and other compliance issues.
4. Draft responses to tax queries, notices, and correspondence, subject to the appropriate internal review and approval.
5. Follow up on outstanding tax matters with TRA and ensure that agreed actions, submissions, and deadlines are properly tracked.
6. Coordinate with external auditors, tax consultants, and other advisors where specialist support is required.

D. General Accounting and Finance Support

1. Assist with day-to-day accounting activities, including preparation and posting of accounting entries, reconciliations, reporting, and other finance-related transactions as assigned.
2. Assist with month-end and year-end closing activities and reports, including preparation of schedules and supporting documentation.
3. Assist with the maintenance of proper financial documentation and audit-ready records.
4. Review and assist to enhance compliance with the Company's internal policies, approval procedures, and financial controls.
5. Provide general finance support and undertake other accounting duties as reasonably assigned by the Finance leadership.
6. Engage with TRA to approve credit notes and do regular follow-ups to ensure all necessary adjustments are made.

Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, Taxation, or a related field.
- CPA (T), ACCA, or an equivalent professional qualification, will be an added advantage.
- Minimum 4 years of relevant experience in tax accounting or compliance and accounting.

- Sound knowledge of Tanzanian tax laws and regulations.
- Demonstrable experience dealing with the Tanzania Revenue Authority (TRA) and navigating TRA systems and processes.
- Experience of participating in tax audits, tax reviews, assessments, or tax investigations.
- Experience in general accounting, reconciliations, management reports and record maintenance.
- Experience using accounting software/ERP systems and strong proficiency in Microsoft Excel and Word. Working knowledge of SAP S/4 will be an added advantage.

Key Skills and Competencies:

- Strong analytical and reconciliation skills, with the ability to investigate and resolve complex differences.
- Strong attention to detail and a high level of accuracy.
- Ability to interpret accounting records and identify tax implications.
- Good problem-solving and investigative skills.
- Ability to work independently, prioritise competing deadlines, and follow through on outstanding matters.
- Strong written and verbal communication skills.
- Professionalism, integrity, confidentiality, and sound judgement.
- A flexible, hands-on approach and willingness to support responsibilities beyond tax when required.

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: careers@auxptz.com with the subject “**TAX ACCOUNTANT**”.

The application deadline is 27 September 2026.

Only shortlisted candidates will be contacted.

AUTOXPRESS TANZANIA is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at work place.