

### **Tax Consultant x 1**

A tax consultant is a financial expert who specializes in tax laws and regulations to help individuals and businesses manage and optimize their tax situations. They provide advice on tax planning, compliance, and strategies to minimize tax liabilities while ensuring adherence to legal requirements.

#### **Key duties and responsibilities**

- **Tax planning and advice:** Developing strategies to minimize tax obligations legally and efficiently.
- **Filing accurate returns:** Ensuring tax returns are completed correctly and submitted on time to avoid errors and penalties.
- **Understanding and applying tax laws:** Staying updated on changes in tax regulations and guiding clients on their application.
- **Identifying deductions and exemptions:** Finding eligible deductions and exemptions to reduce taxable income.
- **Handling tax disputes and audits:** Representing clients during audits or disputes with tax authorities (i.e. NamRA).

#### **Importance of the Role**

- **Legal Soundness:** Ensures the company and its tax client operates within legal taxation frameworks and remains legally sound.

#### **Skills and Knowledge**

- **Namibian Tax Legislation:** A deep understanding of Namibian tax laws, including income tax, VAT, and PAYE, is essential.
- **Computer Proficiency:** Competency in Microsoft Office Suite (Word, Excel) and Google Workspace is expected.
- **Soft Skills:** Excellent communication skills, the ability to meet deadlines, and the capacity to work under pressure are important for success in the field.

#### **Minimum requirements**

- Bachelor's Degree in Accounting or related fields (NQA Level 7 or higher)
- Minimum of 3 years experience in direct and indirect tax related work
- Membership to Professional Bodies is a requirement with proof of good standing status (SAIT, ACCA, ICAN, CIBA, NIPA, CPA etc) – with certification an added advantage
- Experience using accounting software/tools will be an added advantage (SAGE; QuickBooks; Xero, Zoho, Data Grows, Omni Accounts, SAP & other ERPs, etc)

DCS value diversity, hence we encourage interested people from all walks of life who meet the Education & Experience requirements to apply.

#### **How to Apply:**

- Email your CV and supporting documentation to [vacancies@dcs.com.na](mailto:vacancies@dcs.com.na)
- Closing date 31 October 2025.