A subsidiary of Accsss Bank Plc

JOB PROFILE

Position Title:	Manager, Tax & Fixed Assets
Available position/s:	1
Division:	Finance
Department:	Reporting & Controls
Location:	Head Office
Reporting to:	Head, Reporting & Controls
Job Reference No:	NBK/FIN/01/2026

Position Scope:

This position is responsible for overseeing tax administration and fixed assets accounting for the Bank and its subsidiaries, ensuring full compliance with Kenyan tax laws and regulatory requirements, minimizing tax exposure, providing tax advisory support to the business, and maintaining accurate fixed asset records and reporting.

Key Responsibilities:

1. Tax Management & Compliance

- Tax administration and statutory remittances through iTax.
- Preparation and filing of all tax returns within deadlines.
- Tax account reconciliations and resolution of outstanding items.
- Tax advisory support to business units and ERP implementation teams.
- Monthly, quarterly, half-year, and annual tax computations.
- Ensure accurate tax application and compliance for revenue and payment transactions
- Reviewing banking products to ensure proper tax collection mechanisms.
- Managing engagements with KRA, auditors, regulators, and internal stakeholders.

2. Fixed Assets Management

- Maintain an accurate and up-to-date Fixed Assets Register.
- Ensure timely capitalization, categorization, and accounting of acquired fixed assets.
- Manage monthly depreciation processing in accordance with IFRS and Bank policies.
- Monitor fixed asset movements and prepare regular fixed asset schedules and reports.
- Ensure appropriate approvals, insurance cover, and safeguarding of fixed assets.

3. Risk Management & Controls

- Implement controls to mitigate tax risks and prevent penalties arising from non-compliance.
- Ensure customer-related taxes are accurately charged and recovered.
- Conduct periodic reviews of transaction processing systems to ensure tax compliance.
- Maintain valid tax compliance certificates and statutory documentation for the Bank.

Education/Professional Qualifications, Skills & Experience:

- Bachelor's degree in Commerce, Finance, Banking or a Business-related field from a recognized university.
- Professional qualification in Accounting / Finance e.g. CPA(K) & ACCA
- Master's degree will be an added advantage.
- Minimum of 5 years' experience in Finance accounting and reporting, 3 years of which should be at management level.
- 3 years Banking sector tax experience
- Strong analytical skills.
- High attention to detail.
- Excellent planning and deadline management.
- Strong stakeholder management skills.
- Effective communication and presentation skills.
- Self-driven and proactive.
- Collaborative team player.

How to Apply:

- Send your CV and application letter showing how you meet the role requirement stated above to: *Recruitment@nationalbank.co.ke* by **Thursday 27th August 2026**
- Indicate Name of Job on email subject.
- Please note that applications received after the deadline will not be considered.
- Only shortlisted candidates will be contacted for the next stage/s of the process.