



**Position:** Team Lead: Regulatory Reporting, Tax and Performance Management

**Location:** Windhoek, Namibia

**Reporting to:** Chief Financial Officer (CFO)

**Job Grade:** D-Lower Patterson

## **Role Summary**

We are seeking a Team Lead: Regulatory Reporting, Tax and Performance Management to oversee statutory returns and regulatory compliance, manage bank-wide tax planning, lead budget preparation, and drive effective cost control and performance management across the Bank.

## **Key Responsibilities**

- Prepare, review, and submit all regulatory returns (daily, monthly, quarterly, bi-annual) accurately and on time.
- Ensure compliance with statutory and regulatory requirements across all reporting.
- Consolidate returns before submission.
- Provide financial data to support management decision-making.
- Drive automation of reporting processes for efficiency and improved analysis.
- Lead efficient tax planning and compliance for the Bank.
- Prepare, review, and reconcile indirect tax returns (incl. VAT) with general ledger accounts.
- Resolve discrepancies, queries, and audit findings, ensuring accurate tax accounting.
- Regularly review processes, update practices, and advise on tax legislation changes.
- Manage tax liabilities effectively to minimize risks and exposures.
- Manage budgets, forecasts, and financial reporting (revenue, OPEX, EBITDA, CAPEX).
- Analyse variances, risks, and opportunities to guide strategic decisions.
- Evaluate and recommend major investments/projects aligned with company strategy.
- Develop financial plans, support decision-making, and drive process improvements.
- Lead and develop team members to strengthen departmental capacity.
- Ensure structured project prioritization to maximize Return On Investment and business outcomes.

## **Qualifications and Experience**

- Bachelor's degree in Accounting/Finance or a business-related field.
- Postgraduate qualification in Tax.



- Certified theory in Accounting or an Honours in Accounting/Finance will be an added advantage.
- Minimum 3 years of experience in indirect Tax Accounting.
- Experience in banking industry tax will be an added advantage.

Access Bank Namibia is an Equal Opportunity Employer, offering a competitive salary package. The successful candidate will receive a salary commensurate with their qualifications and experience. If you meet these criteria, please submit your application, including a cover letter, resume, and certified copies of academic certificates, to: [hrnam@accessbankplc.com](mailto:hrnam@accessbankplc.com) on or before **December 12, 2025** ensuring the position you are applying for is indicated in the subject line.

**Kindly note that only shortlisted candidates will be contacted.**