Deloitte is seeking a **Consultant 1**in **Global Employer Services group** to join the **Tax and Legal Department**at the **Almaty/Nur-Sultan** office.

**The role will involve:**

·       Work on various payroll-related, personal tax compliance and consulting projects (payroll outsourcing, HR administration, annual personal tax compliance, advising on various taxation matters for individuals) and reporting to senior personnel;

·       Preparation/writing of drafts of tax recommendations, reports, memorandums and other deliverables, including tax returns and other tax compliance-related materials;

·       Preparation of services proposal documentation, assisting with tender documentation, marketing materials, engagement letters for clients;

**Requirements:**

**Education:**

* Higher education in Accounting, Finance, Economics or Mathematics. Tax-specific education and/or study at a foreign university would be considered a plus. Professional qualification and accreditations (ACCA, CPA, CFA, ADIT, ACA or similar) preferred;

**Professional experience:**

* One years of tax, finance or accounting professional experience would be an advantage;
* Expertise with 1C (ZUP), Taxman, Sono, Taxpayer’s cabinet is preferable;
* Knowledge of Kazakhstani legislation on personal taxation and labor matters including knowledge of international agreements on subjects in question is an advantage;

**Other skills, traits and knowledge requirements:**

* Fluent spoken and written Russian and English;
* Strong writing and analytical skills;
* Ability to work with big data with efficient excel formulas, being attentive to details and figures;
* Being a team player able to adjust to quickly changing circumstances, motivated to professional development and career growth;
* Availability for occasional business trips.

You can send your CVs to aturalyk@deloitte.kz , please put the position that you are applying to, in the subject of e-mail.