

Legal and tax compliance Officer

Key Accountabilities

- Ensuring the company's legal and tax compliance with the regulations in force in the Company's sector of activity.
- Carrying out regular audits to ensure compliance with legal, tax and social regulations, identifying risks and proposing corrective solutions.
- Drawing up a risk assessment charter for compliance with the regulations in force
- Assist in monitoring relations with the regulatory authorities.
- Carrying out general legal monitoring relating to the conduct of business and specific to the company's sector of activity or industry; anticipating threats, identifying opportunities as they arise from the legal and regulatory arsenal in force and supporting the company's developments.
- Drawing up a weekly, monthly and quarterly legal watch report.
- Ensure the identification and mitigation of legal risks in the company's transactions.
- Carry out any other tasks within the scope of the above remit.

Minimum Qualifications

- Have a basic education equivalent to BAC+5 (Master's degree, DESS, DEA) in business and tax law, contract law, private law, legal engineering or a higher diploma in legal consultancy.
- A degree in tax administration would be an advantage.
- Excellent understanding and comfort with legal compliance.
- Sound knowledge of legislation relating to public-private partnerships, competition law and proven mastery of OHADA law.
- At least six (06) years' experience in Legal and Tax Compliance, in legal and tax audit in a similar position in a public or private company.
- Relevant experience in a legal and tax consultancy firm would be an asset.
- Mastery of OHADA law and public company law in the Republic of Benin.
- Good practical knowledge of Benin's tax system.
- Good understanding of Beninese, EU and international laws, regulations and legal institutions.
- Good command of IT tools and familiarity with legal databases.
- Knowledge and understanding of legal issues in the industrial sector.

- Excellent command of the French language, both orally and in writing.
- Proven ability to conduct legal, tax and social audits.
- In-depth knowledge of administrative tax procedures.
- Excellent communication skills with ability to communicate in English and French
- Friendly and professional demeanor.

Only shortlisted applications will be contacted

Put in subject the reference of the position you are applying for

Deadline: July 23rd 2024