



# WE'RE HIRING

## TAX SPECIALIST

Position available within Verso Benefits Administrator (Pty) Ltd

If you are looking for an opportunity, in a Group of Companies, which always acts with integrity, are passionate about client service excellence, and are professional and caring in its dealings with all its stakeholders, then Verso should be your first choice.

### **GENERAL JOB INFORMATION:**

We have an exciting opportunity for a Tax Specialist. This position requires the candidate to have experience in all aspects of the daily, monthly and annual tasks associated with the tax administration for retirement funds.

### **QUALIFICATIONS AND EXPERIENCE:**

Matric with a tax related qualification;  
2 - 3 years' experience in a tax role; and  
Proficiency in MS Office, i.e. Word, Excel and Outlook are essential.

### **JOB TYPE:**

- Permanent; full time; on-site.
- The incumbent will report at our Bellville office.
- Office hours: 7.5 hours per day. Monday to Friday, between the hours of 08h00 - 17h00, core hours are between 09h00 - 16h00.

### **REMUNERATION & BENEFITS OFFERED:**

Negotiable - based on qualification & years of experience.

Compulsory membership of:

- Verso Umbrella Retirement Provident Fund.
- Employer's risk benefit schemes.
- Discovery Health medical scheme (unless a member of spouse's medical aid).

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## **SKILLS REQUIRED:**

Proficiency in tax software;

- Attention to detail and high level of accuracy;
- Ability to work under pressure;
- Self-starter and excellent organising skills;
- Management of tasks within department;
- Committed and reliable with integrity; &
- Good verbal & written communication skills.

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## **KEY DUTIES & RESPONSIBILITIES:**

### **Main tasks:**

- Calculate/ check monthly PAYE amounts payable to SARS and submit via e-filing
- Confirm manual tax recon calculation balances to Neuron thereby locking the payments to the member record
- Produce clean/ blank excel spreadsheets for manual tax recon in March of each year
- Reconcile & submit the annual and bi-annual EMP501 return to SARS via easyfile
- Assist new business to reconcile & submit the annual and bi-annual EMP501 return to SARS
- Source Principal Officer CSV files from the payroll administrator for submission to SARS
- Produce and send all trustees their tax certificates
- Instruct the teams when pensioner tax certificates can be sent to the members and recorded on Neuron
- E-filing/ easyfile status dashboard reconciliation when SARS issues a notice of non-compliant
- Ad hoc: recalculate pensioners tax for accuracy/ when requested
- Identify and query pensioners who received pension after death (to correct members record)
- Identify and rectify discrepancies within Neuron
- Identify & query claims paid without a corresponding tax directive
- Submit tickets for business requirements specification PAYE employer reconciliation after having checked any changes i.e. source code changes, new source codes etc.
- Submit tickets for annual tax changes
- Submit tickets for system enhancements/ tax reports/ date updates on member records etc.
- Assist with member tax issues/ pensioner payroll – Move to special project
- Check all tax certificates before the tax certificate are issued to members
- Download program for easyfile and update all easyfile systems. – IT Department does this only due to backups needed and new remote desktops to be loaded
- Register/ transfer new funds to/ from Verso's profile. (On e-filing and/or easyfile)
- Periodically look on SARS website for any updates/ changes/ information pertaining to funds
- Maintain excel spreadsheet of "who's who on which easyfile"
- Periodically pull report from Neuron for all fund "directives issued" checking for income tax numbers, and valid tax certificate number
- Monthly check the report from Neuron, "member PAYE accounts not balancing to directives"
- Assist in the SARS updates that is required from time to time in terms of the company's system

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**Additional tasks:**

- Reconciliation when SARS issues a notice of non-compliant
- Periodically pull EMPSA's (employer statement of account with SARS) for all funds and investigate any discrepancies
- Move payments (mainly cancelled directives) from March to current period via e-filing
- Move payments (mainly cancelled directives) pre-March via a manual instruction to SARS
- Reconcile pensioners IT88's, submit to payroll for deduction and then pay over to SARS via e-filing
- Identify and query pensioners who received pension after death (to correct members record). This is more of a pension payroll administrator task
- Reconcile cancelled directive –
  - a. Make sure tax certificates in Easyfile have been cancelled and submitted to SARS; and
  - b. Remit an amended EMP201 for the period the directive was paid transferring the tax value to the current period.
- E-filing – update and maintain user details, fund bank details
- Register/ transfer new funds to/ from Verso's profile

**Special projects:**

- Maintain and Add User profiles on Easyfile and e-filing
- Deregister terminated funds
- Assist with Public Officer registrations
- Training of users for Easyfile e-filing – where required
- Schedule/ book meetings with SARS, as required.
- Assist with the resolution of technical tax-related matters.
- Liaise with SARS regarding refunds due/ deductions from Funds' bank account. It's imperative this is done through a direct channel with SARS via the tax practitioner portal and not through the normal SARS central e-mail/ call centre. Resolve their queries and demands received to date, so that the refunds can be paid to the Funds. This relates to overpaid PAYE in respect of previous years.

## TO APPLY:

Those that meet the above-mentioned requirements, and/or have other proven relevant skills or qualifications, should submit a detailed CV for the attention of Ms. K Smit to e-mail [careers05@verso.co.za](mailto:careers05@verso.co.za) by no later than 31 March 2025.

In submitting your information to Verso, you hereby allow us to collect your personal information and process it for the purpose of recruiting for this position.

Should you not receive a response from us by 30 April 2025, accept that your application was unsuccessful.

You may also visit us online at:

- Website: <https://verso.co.za/>
- LinkedIn profile: <https://www.linkedin.com/company/verso-financial-service/>

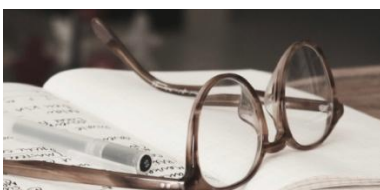
\* Please note that the Verso Group may add, delete or expire jobs at any time.

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# ABOUT US

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The Verso Group of Companies, established in 2000, has a national footprint and is comprised of private companies functioning within the financial services sector. The Verso Group, which has experienced exceptional growth since inception, is an established and trusted brand in the industry. The Group includes the following entities and is expanding rapidly:



## VERSO BENEFITS ADMINISTRATOR (PTY) LTD

Retirement fund administration, employee benefits consulting and group risk products.



## **VERSO HEALTH (PTY) LTD**

Brokers of medical aid, gap cover, employee wellness and health insurance products.

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## **VERSO WEALTH (PTY) LTD**

Holistic wealth planning inclusive of financial management; retirement planning; personal risk management; estate planning; investment planning; risk cover – disability, death & dread disease.

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## **VERSO TRUSTEE SERVICES (PTY) LTD**

S37C death benefit investigations, retirement fund secretariat, legal and technical services to retirement funds, pension funds adjudicator complaints management, communication services for retirement funds and fiduciary services.

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## **VERSO EMPLOYEE BENEFITS CONSULTING (PTY) LTD**

A comprehensive employee benefits consulting service encompassing all aspects of prudent retirement fund management and best practice principles.

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