



Tax Compliance & Filing Course

15 – 19 March 2027
Nairobi (Kenya)



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Introduction

Tax compliance is essential for accurate reporting, timely filing, and sound corporate governance. This Tax Compliance & Filing course explains the principles, processes, and controls that support effective tax compliance and filing activities. Participants examine tax obligations, filing cycles, documentation requirements, reconciliations, and payment responsibilities. The program addresses taxable income, tax returns, adjustments, indirect taxes, and compliance risks. It emphasizes accuracy, consistency, evidence, deadline management, and internal review. Participants will evaluate common filing issues and strengthen organizational tax control practices.

Targeted Groups

This Tax Compliance & Filing training targets professionals seeking knowledge and skills:

- Finance and accounting professionals managing tax records.
- Tax officers preparing returns and compliance schedules.
- Accountants reviewing taxable income and tax liabilities.
- Finance managers overseeing filing deadlines and approvals.
- Internal auditors assessing tax controls and evidence.
- Compliance professionals monitoring statutory obligations and risks.
- Business professionals supporting corporate tax reporting activities.

Course Objectives

Participants will achieve the following objectives by completing the Tax Compliance & Filing course:

- Explain core principles of tax compliance and filing.
- Identify major corporate tax obligations and reporting duties.
- Interpret filing periods, deadlines, payment dates, and extensions.
- Distinguish accounting profit from taxable income.
- Examine common tax adjustments and supporting evidence.
- Organize tax data for accurate return preparation.
- Review tax returns for completeness and consistency.
- Assess risks arising from late or inaccurate filings.
- Evaluate controls over tax calculations and submissions.
- Examine indirect tax reporting and transaction records.
- Analyze reconciliations between accounting and tax records.
- Identify documentation needed for tax authority reviews.
- Assess common filing errors and corrective actions.
- Support structured tax audit readiness.
- Strengthen coordination among finance, tax, and management teams.

Targeted Competencies

Participants will gain the following competencies during the Tax Compliance & Filing program:

- Interpret tax compliance requirements accurately.
- Organize tax records and supporting evidence.
- Calculate and review taxable income.
- Assess tax adjustments and liabilities.
- Reconcile accounting and tax information.
- Review returns before submission.
- Monitor filing and payment deadlines.
- Identify compliance gaps and control weaknesses.
- Evaluate indirect tax documentation.
- Support tax audit preparation.
- Escalate significant compliance risks.
- Maintain consistent tax reporting processes.

Real-world Case Studies

In this Tax Compliance & Filing training, participants develop skills through the following cases:

- A company reviews an incomplete corporate tax return.
- The finance team reconciles accounting profit with taxable income.
- Late filing prompts an investigation into related penalty risks.
- An auditor tests supporting evidence for tax adjustments.
- Before submission, a group reviews its indirect tax records.
- Following repeated filing errors, a company strengthens its controls.

Course Content

Unit 1: Tax Compliance Foundations

- Define tax compliance and its role in financial management.
- Identify common corporate tax obligations and reporting duties.
- Review tax periods, filing cycles, payments, and deadlines.
- Examine taxpayer responsibilities, approvals, and documentation.
- Distinguish compliance from tax planning and tax avoidance.
- Recognize financial and operational risks from non-compliance.
- Assign responsibility for tax preparation, review, and filing.
- Map tax duties across finance, tax, and management teams.

Unit 2: Tax Data and Taxable Income

- Identify data needed for accurate tax calculations.
- Review records supporting taxable income and tax returns.
- Distinguish accounting profit from taxable income.
- Examine permanent and temporary tax adjustments.
- Assess deductible and non-deductible business expenses.
- Review tax liabilities, provisions, and supporting calculations.
- Reconcile financial statements with tax records.
- Check data completeness before tax reporting.

Unit 3: Tax Return Preparation and Filing

- Identify key tax return sections and schedules.
- Organize calculations, invoices, and supporting documents.
- Review tax calculations before final submission.
- Check return figures for accuracy and consistency.
- Validate filing deadlines, payments, and approval requirements.
- Examine common filing errors and related penalties.
- Apply review controls before tax return submission.
- Maintain a clear filing checklist for recurring returns.

Unit 4: Indirect Tax and Compliance Controls

- Identify common indirect tax obligations and requirements.
- Review transaction records supporting indirect tax returns.
- Examine input and output tax documentation.
- Reconcile indirect tax balances with accounting records.
- Assess invoices and transaction coding for accurate reporting.
- Identify control gaps causing tax compliance issues.
- Strengthen approvals, reconciliations, and segregation of duties.
- Monitor tax controls through periodic compliance reviews.

Unit 5: Tax Risk, Audits, and Continuous Compliance

- Identify tax risks across calculations, filings, and payments.
- Assess risks from inaccurate or late tax returns.
- Prioritize corrective actions based on compliance exposure.
- Prepare evidence packages for tax audits.
- Review tax authority requests and supporting documentation.
- Monitor filing deadlines and payment obligations.
- Improve compliance through reviews and control updates.
- Maintain evidence linking calculations, approvals, and submissions.

Final Insights & Key Takeaways

Effective tax compliance depends on accurate data, timely filing, strong documentation, and clear accountability. Consistent review and control practices help organizations reduce tax risks, strengthen reporting quality, and maintain audit readiness.