Practical Tax Compliance, Tax Risk Management & KRA Audit Readiness Masterclass

EXPLICIT RISK, AUDIT & DATA LTD
(ERAD)

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Practical Tax Compliance, Tax Risk Management & KRA Audit Readiness Masterclass

Four days of high-impact professional learning.

Professional Training	5 Days
Delivery	In-Person, In-House, Virtual

EXPLICIT RISK, AUDIT & DATA LTD (ERAD)

Programme Overview

This five-day masterclass provides practical, focused training to strengthen tax compliance, tax risk management and KRA audit readiness. It addresses common organisational challenges, including penalties and interest arising from non-compliance, weak tax documentation, incomplete eTIMS implementation and limited tax risk assessment.

Participants will develop practical capability across Corporate Income Tax, VAT, PAYE, Withholding Tax, Excise Duty and eTIMS compliance. The programme also covers tax health checks, tax risk assessments, tax controls frameworks, KRA audits and investigations, tax objections and appeals, and Finance Bill updates.

By the end of the programme, participants will be better equipped to identify tax exposures, strengthen compliance processes, improve tax governance and maintain audit-ready documentation. They will also be better prepared to defend tax positions and respond effectively to KRA audits and investigations.

Why This Programme Matters

Reduce Tax Penalties: Strengthen compliance processes and timely filing to reduce exposure to KRA penalties and interest.

Improve Audit Readiness: Organise supporting schedules, workings and agreements to withstand KRA audits.

Close eTIMS Gaps: Identify and address digital tax compliance gaps before KRA enforcement.

Strengthen Tax Governance: Establish stronger controls for managing ongoing tax compliance and exposure.

Identify Tax Risks: Use tax health checks and assessments to uncover potential exposure early.

Protect Tax Positions: Build stronger documentation and evidence to defend positions during KRA audits.

Prepare for Changes: Stay informed about Finance Bill updates and evolving tax compliance requirements.

Who Should Attend

- Finance Managers
- Accountants
- Internal Auditors
- Tax Managers

Participant Outcomes

By the end of the programme, participants should be able to:

- Strengthen compliance across major tax obligations.
- Conduct practical tax health checks.
- Improve eTIMS compliance and implementation.
- Prepare audit-ready tax documentation.
- Respond effectively to KRA audits.
- Strengthen tax controls and governance.
- Manage tax objections and appeals.
- Identify and assess tax risks.

Programme Outline

DAY 1

- Corporate Income Tax, VAT, PAYE, Withholding Tax & Excise Duty

In Scope

- orporate Income Tax compliance and administration
- VAT compliance and administration
- PAYE administration and employer tax obligations
- Withholding Tax compliance and obligations
- Excise Duty compliance and requirements
- eTIMS compliance and digital tax obligations
- Tax documentation, supporting schedules and workings
- Tax health checks and tax risk assessments
- Tax controls framework and tax governance
- KRA audits, investigations and audit readiness
- Tax objections and appeals
- Finance Bill updates and emerging tax requirements

Programme Outline

DAY 2

- eTIMS Compliance, Tax Documentation & Audit Readiness

In Scope

- eTIMS Compliance and Digital Tax Obligations
- Understanding eTIMS requirements, implementation and ongoing compliance
- Tax Documentation and Audit-Ready Record Keeping
- Preparing supporting schedules, tax workings and relevant agreements
- Identifying documentation gaps and strengthening compliance evidence

Programme Outline

DAY 3

- Tax Health Checks, Risk Assessment & Tax Controls

In Scope

- Conducting practical tax health checks
- Identifying tax compliance gaps and potential exposure areas
- Conducting structured tax risk assessments
- Prioritising tax risks based on potential impact
- Developing and strengthening the Tax Controls Framework
- Improving tax governance and internal compliance processes

Programme Outline

DAY 4

- KRA Audits, Investigations & Audit Readiness

In Scope

- Understanding the KRA audit and investigation process
- Preparing for KRA audits and information requests
- Organising supporting documentation and audit evidence
- Defending the organisation’s tax positions
- Identifying and addressing potential KRA assessment exposures
- Strengthening processes for effective audit response and engagement with KRA

Programme Outline

DAY 5

- Tax Objections, Appeals & Finance Bill Updates

In Scope

- Understanding the tax objection and appeals process
- Preparing and supporting effective tax objections
- Responding to KRA assessments and disputed tax positions
- Understanding escalation through the tax appeals process
- Reviewing relevant Finance Bill updates and their implications
- Applying updated requirements to strengthen tax compliance and risk management

Training Methodology

- Practical tax compliance exercises
- Tax health check activities
- Tax risk assessment exercises
- Tax controls framework application
- Audit-readiness exercises
- Documentation and supporting-workings reviews
- KRA audit and investigation scenarios
- Tax objection and appeals application
- Discussion of current Finance Bill updates

About Explicit Risk, Audit & Data Ltd (ERAD)

Explicit Risk, Audit & Data Ltd (ERAD) is the programme owner and training provider. ERAD provides professional services in Internal Audit, Enterprise Risk Management, governance, accounting, internal controls, process improvement, data analytics and organisational advisory. The programme draws on this multidisciplinary experience to connect professional standards with practical organisational challenges and measurable value.

- NITA-accredited Training and Consultancy Firm: Registration No. NITA/TRN/2858.
- Professional affiliations and memberships represented within the team include ICPAK, IIA Global and ICIFA/CIFA Kenya.
- Practical capability across Internal Audit, ERM, process review, controls, accounting, data analytics and capacity development.
- Facilitation approach focused on application, measurable organisational value and participant capability.

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