Data Governance & Tax Data Quality Training Course

Professional Development Training Course Outline

Category	Taxation and Revenue	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Data Governance & Tax Data Quality Training Course is designed to equip tax professionals with comprehensive skills to establish and maintain robust data governance frameworks while ensuring the integrity and high quality of tax-related datasets. Participants will gain practical knowledge on methods to achieve data accuracy, consistency, completeness, and reliability, all while ensuring alignment with regulatory standards, organizational policies, and operational requirements.

Through a combination of theoretical concepts, hands-on exercises, and real-world case studies, the course enables participants to implement effective data governance policies, quality assurance checks, and continuous monitoring processes. Special attention is given to defining data standards, assigning clear data ownership and stewardship responsibilities, and embedding compliance practices that safeguard the integrity of tax information. By the end of the course, participants will be able to ensure that tax data is not only auditable and compliant but also actionable, supporting informed decision-making, accurate reporting, and regulatory adherence across all organizational levels.

Programme Curriculum

Data Governance & Tax Data Quality Training Course

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Course Objectives

1. Understand key principles of data governance in tax operations.
2. Identify critical tax data elements and define data ownership.
3. Develop policies, standards, and procedures for tax data management.
4. Implement data quality frameworks for accuracy, completeness, and consistency.
5. Conduct data profiling, validation, and cleansing activities.
6. Establish roles for data stewardship, custodianship, and governance committees.
7. Apply metadata management and documentation best practices.
8. Integrate governance frameworks into tax analytics and reporting.
9. Monitor data quality KPIs and performance metrics.
10. Address compliance and regulatory requirements in data management.
11. Implement data lineage, traceability, and audit trails for tax data.
12. Use tools and platforms to automate data quality checks.
13. Develop a roadmap for sustainable data governance and quality programs.

Organizational Benefits

- Improved accuracy and reliability of tax data
- Reduced compliance risks and audit penalties
- Enhanced decision-making through high-quality datasets
- Greater transparency in data management and reporting
- Streamlined processes for data collection and validation
- Strengthened governance and accountability across tax departments
- Efficient integration of multiple tax data sources
- Better performance monitoring through accurate KPIs
- Support for advanced analytics, dashboards, and reporting
- Sustainable data governance practices embedded in operations

Target Audiences

- Tax compliance officers and auditors
- Revenue authority data managers and analysts
- IT and data integration teams in tax administrations
- Policy makers and tax governance officers
- Tax risk and fraud investigation units
- Business intelligence and analytics specialists
- Finance and reporting teams in tax operations
- Consultants supporting tax data governance and quality initiatives

Course Duration: 10 days

Course Modules

Module 1: Introduction to Data Governance in Tax

- Principles and frameworks for data governance
- Importance of data governance in tax administration
- Regulatory requirements and compliance considerations
- Roles and responsibilities in data governance
- Data ownership, stewardship, and accountability
- Case Study: Establishing a governance framework for VAT data

Module 2: Tax Data Quality Fundamentals

- Key dimensions of data quality (accuracy, completeness, consistency)
- Common data quality challenges in tax operations
- Impact of poor data quality on compliance and revenue
- Methods to assess and benchmark data quality
- Aligning data quality objectives with organizational goals
- Case Study: Identifying and addressing errors in corporate tax datasets

Module 3: Data Standards and Policies

- Defining tax data standards and formats
- Developing policies for data entry, processing, and reporting
- Creating documentation and reference guides
- Ensuring consistency across multiple systems
- Best practices for standardization and governance
- Case Study: Implementing data standards for taxpayer registration data

Module 4: Data Profiling and Validation

- Techniques for profiling tax datasets
- Validation rules for completeness and accuracy
- Automating data validation processes
- Identifying anomalies and inconsistencies
- Reporting findings to stakeholders
- Case Study: Profiling and validating VAT transaction data

Module 5: Data Cleansing and Enrichment

- Methods for correcting and updating inaccurate records
- Enrichment using external or internal reference data
- Handling duplicate and incomplete entries
- Prioritizing data cleansing tasks
- Maintaining ongoing data quality
- Case Study: Cleaning corporate income tax records for audit readiness

Module 6: Metadata Management

- Definition and importance of metadata
- Capturing and maintaining metadata for tax datasets
- Using metadata for lineage and impact analysis
- Linking metadata to data quality and governance initiatives
- Best practices for metadata management tools

- Case Study: Implementing metadata tracking for e-filing data

Module 7: Roles and Responsibilities in Data Governance

- Data stewardship, custodianship, and ownership roles
- Establishing governance committees and reporting structures
- Defining accountability and escalation processes
- Training and capacity-building for data governance roles
- Monitoring and evaluating role effectiveness
- Case Study: Assigning data governance roles in a national tax authority

Module 8: Data Lineage and Traceability

- Understanding data flow and lineage in tax systems
- Documenting transformations, sources, and usage
- Ensuring traceability for audits and compliance
- Visualizing data lineage for clarity and communication
- Integrating lineage into monitoring and reporting
- Case Study: Mapping VAT transaction flows from collection to reporting

Module 9: Tools and Platforms for Data Governance

- Overview of governance and quality management tools
- Features to monitor and enforce data standards
- Automating quality checks and validation processes
- Integration with tax analytics and reporting systems
- Evaluating and selecting appropriate tools
- Case Study: Deploying a data quality platform for tax compliance

Module 10: Monitoring Data Quality KPIs

- Defining and tracking data quality metrics
- Establishing thresholds and alerts for anomalies
- Reporting KPIs to management and auditors
- Continuous monitoring for ongoing compliance
- Linking KPIs to organizational performance objectives
- Case Study: Real-time KPI dashboard for VAT compliance data

Module 11: Regulatory Compliance and Data Governance

- Aligning governance practices with national regulations
- Ensuring data protection and privacy compliance
- Audit requirements and reporting obligations
- Documenting compliance for internal and external review
- Mitigating risks associated with data misuse
- Case Study: Implementing compliance controls in tax reporting systems

Module 12: Data Integration and Quality in Analytics

- Integrating multiple tax datasets while preserving quality
- Handling inconsistencies across sources
- Maintaining data lineage and traceability during integration

- Preparing data for visualization, dashboards, and analytics
- Verifying data quality post-integration
- Case Study: Integrating e-filing and payment data for accurate dashboards

Module 13: Advanced Techniques for Data Quality

- Statistical methods for anomaly detection
- Automation of cleansing and validation processes
- Continuous improvement strategies for tax data quality
- Advanced profiling and trend analysis
- Reporting and escalation of quality issues
- Case Study: Detecting and correcting systemic errors in tax returns

Module 14: Reporting and Communication

- Designing reports for data governance and quality performance
- Communicating findings to stakeholders effectively
- Dashboards for monitoring governance and quality metrics
- Tailoring reports for operational, tactical, and strategic audiences
- Using visualization to highlight insights and actions
- Case Study: Governance performance reporting to senior management

Module 15: Implementation and Sustainability

- Developing a roadmap for implementing governance and quality programs
- Training and capacity-building for sustainability
- Scaling governance frameworks across departments
- Maintaining data quality over time
- Continuous improvement and monitoring cycles
- Case Study: Nationwide implementation of tax data governance frameworks

Training Methodology

- Instructor-led presentations and conceptual briefings
- Hands-on exercises with tax datasets
- Practical workshops on data quality and governance tools
- Group case study analysis and collaborative exercises
- Dashboard creation and quality monitoring workshops
- Implementation clinics covering governance, scaling, and sustainability

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

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