Tax Administration: Revenue Authority Procedures Training Course

Professional Development Training Course Outline

Category	Taxation and Revenue	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Tax Administration: Revenue Authority Procedures course provides participants with a comprehensive understanding of how revenue authorities operate, including their processes for assessment, collection, compliance monitoring, and enforcement. Participants will gain insights into administrative procedures, audit processes, dispute handling, and reporting requirements, enabling them to navigate interactions with tax authorities effectively.

The course also emphasizes strategies for compliance, risk management, and minimizing disputes, while promoting transparency and adherence to regulatory frameworks. Through case studies, practical exercises, and simulations, participants will develop skills to manage revenue authority procedures confidently and maintain organizational compliance.

Programme Curriculum

Tax Administration: Revenue Authority Procedures Training Course

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maintain organizational compliance.

Course Objectives

By the end of this course, participants will be able to:

1. Understand the organizational structure and functions of revenue authorities.
2. Navigate tax assessment and collection processes.
3. Comply with reporting and filing requirements.
4. Respond effectively to audits and inspections.
5. Manage communications and engagements with tax authorities.
6. Understand penalties, interest, and enforcement procedures.
7. Apply best practices for compliance and risk mitigation.
8. Handle objections, appeals, and dispute resolution processes.
9. Integrate internal controls to support interactions with authorities.
10. Monitor organizational compliance performance.
11. Utilize technology and e-filing platforms for efficient compliance.
12. Understand cross-border considerations in dealing with authorities.
13. Apply lessons learned from real-world case studies in tax administration.

Target Audience

- Tax Managers and Compliance Officers
- Accountants and Auditors
- Finance Directors and CFOs
- Legal Professionals specializing in Tax Law
- Internal Audit and Risk Management Professionals
- Corporate Governance Officers
- Tax Advisors and Consultants
- Multinational Corporations interacting with multiple tax authorities

Course Duration: 5 days

Course Modules

Module 1: Introduction to Revenue Authorities

- Overview of revenue authority functions and roles
- Organizational structure and hierarchy
- Key departments and their responsibilities
- Regulatory frameworks and mandate
- Importance of compliance for organizational performance
- **Case Study:** Understanding revenue authority operations

Module 2: Tax Assessment Procedures

- Types of tax assessments (self-assessment, desk audit, field audit)
- Assessment cycles and deadlines
- Documentation and record-keeping requirements
- Compliance verification processes
- Risk-based assessment approaches
- **Case Study:** Corporate income tax assessment process

Module 3: Tax Collection & Payment Procedures

- Payment obligations and timelines
- Methods of payment and electronic systems
- Monitoring and reconciliation of tax payments
- Interest, penalties, and enforcement measures
- Procedures for late or underpayment
- **Case Study:** VAT collection and payment management

Module 4: Audits & Compliance Reviews

- Types of tax audits (regular, risk-based, special)
- Audit planning and preparation
- Information requests and document submissions
- Audit fieldwork and reporting
- Responding to audit findings
- **Case Study:** Audit response and resolution strategies

Module 5: Objections, Appeals & Dispute Resolution

- Procedures for filing objections and appeals
- Administrative and tribunal processes
- Documentation and evidence requirements
- Negotiation and settlement strategies
- Handling cross-border disputes
- **Case Study:** Successful objection and appeal resolution

Module 6: Penalties, Interest & Enforcement

- Types of penalties and interest applicable
- Compliance enforcement mechanisms
- Remedial actions for non-compliance
- Settlement agreements and compromise procedures
- Corporate governance implications
- **Case Study:** Managing penalties and enforcement in corporate tax

Module 7: Technology & Digital Compliance

- E-filing platforms and digital submission procedures
- Integration with internal financial systems
- Real-time compliance monitoring tools
- Reporting dashboards and analytics
- Cybersecurity and data protection considerations
- **Case Study:** Leveraging technology to enhance compliance with revenue authorities

Module 8: Best Practices & Emerging Trends

- Global trends in tax administration
- Lessons from high-profile administrative cases
- Risk-based compliance and proactive engagement
- Continuous improvement in organizational processes
- Strategies for sustainable compliance with authorities

- **Case Study:** Implementing best practices in revenue authority procedures

Training Methodology

- Instructor-led interactive lectures
- Real-world case studies and scenario analysis
- Practical exercises on compliance and audit preparation
- Group discussions and peer learning
- Role-playing simulations with tax authority interactions
- Access to templates, checklists, and e-filing guidance tools

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	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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