



## **CALL FOR EXPRESSION OF INTEREST**

### **COMMERCIALISTA/ LABOUR CONSULTANT**

The Embassy of Kenya in Rome, Italy is looking for a qualified Commercialista/ Labour Consultant – either an accountant, lawyer or adviser who is permitted to provide services related to finances, tax, economics, commercial transactions and other accounting matters in the Republic of Italy.

The Commercialista/ Labour Consultant must be familiar with the *“Regulations governing the employment of employees of embassies, consulates, legations, cultural institutes and international organisations in Italy”* (2023-25) and subsequent regulations. The services must be provided in English language.

#### **Terms of Reference:**

##### **1. Tax Consultancy**

- Interfaces with relevant tax authorities on behalf of the Embassy to deal with tax and other fiscal issues including but not limited to tax filing, returns, requests, accounting, financial statements and miscellaneous requirements

##### **2. Payroll processing and Human Resources (HR) Administration services**

- Data collection and payroll calculation
- Pay slips distribution to employees and administration of all payments
- Statutory reporting filing
- HR files maintenance and administration
- Preparation of employment and contractual documentation
- Compliance advise on statutory requirements and various labour-law or employment related matters

Interested firms should submit their portfolios and relevant documentation to [rome@embassyofkenya.it](mailto:rome@embassyofkenya.it) before **10 May, 2025** for consideration.