

Position Description

Vacancy Title: **Senior Tax Manager**

Location: **Suva**

Reports To: **None**

Objective

The Senior Tax Manager role is responsible for overseeing tax matters for hub markets located in Fiji, Samoa, Vanuatu, Tonga and Nauru. Contributing to the tax management of the Digicel Pacific Group as a member of the Taxation team by applying tax technical skills and Digicel Pacific's tax policies and procedures to provide advice supporting commercial decision making that ensures tax optimized outcomes for the Digicel Pacific Group. This role reports to the Chief Financial Officer for hub markets (Fiji, Samoa, Vanuatu, Tonga and Nauru).

Outcomes

Organisational Stakeholders

1. Tax Support Provided & Accounts Maintained

- Liaised with auditors on tax & external audits of statutory accounts
 - Tax notes disclosure assisted with
- Liaised with local tax authorities on tax audits and disputes in conjunction with the Regional Head of Tax
- Legal contracts for tax clauses are reviewed
- Tax planning opportunities are identified and implemented with assistance from external tax advisors (assist de-risk of business)
- Tax policies and strategies are reviewed, and recommendations made
- Standard reporting templates for tax are developed and refined
- Cash tax forecast and budget are prepared and reviewed
- Liaised with relevant tax authorities, and specialist legal and tax advisers as required
- Good relationship with the tax authorities in each of the jurisdictions maintained
- Tax & compliance accountant effectively supervised
- Continuous collaboration with senior management on projects and other assignments

2. Monitoring and Reporting ensured

- All statutory tax filings are prepared and filed on time
- Continuous collaboration with the finance team to ensure
 - Month end balance sheets reconciliations relating to tax are prepared and submitted on time
- Review of (quarterly) tax pack/calculations conducted
- Tax returns prepared by tax accountant e.g., VAT/CT, FBT, telecom levy etc. reviewed

3. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

4. Operational and statutory compliance

- Statutory compliant to laws and regulations
- Operationally compliant to the organisation's policies and procedures

5. Financial reports produced

- Produce regular financial and other reports for senior management and auditors
- Provide ad hoc financial reports as required

Responsibilities - Key Competencies

Competence

Description

Business

Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Competence	Description
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Laws, Accounting or finance	

Work Knowledge and Experience

- Demonstrated success in a similar role
- Experience in drafting and reviewing agreements (e.g., tax clauses)
- 5-10 years tax experience in a Big 4 accounting firm, law firm or industry environment
- Strong systems and communication skills with proficiency in Microsoft Office.
- Experience dealing with Tax Authorities including negotiating with authorities and managing tax audits and disputes
- Exposure to tax systems within the Pacific and indirect taxes (GST/VAT) is desirable
- Previous experience in Telecom Industry preferable

Requirements

Language Proficiency

- Excellent command of English

Professional Associations

- Chartered Professional Accountant (CPA)
- Member of Fiji Institute of Accountants

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Operational staff	
	Executive Management	
External		
	Financial Institutions	
	Line Ministries	
	Taxation Authority	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Decisive	Reaches conclusions, promptly and firmly.
Numerate	Shows abilities in quantitative thought and expression.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

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Contact for Enquiries

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Closing Date: 28 Feb 2023