

Tax Manager

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Company: Petrofac Emirates

Location: Sharjah

Category: business-and-financial-operations

Support the preparation of periodic financial statements to ensure that they are completed accurately and on time to support tax return filings Deliver on time and right first-time corporate tax return filings and payments, working closely with external advisers where required Ensure that all other tax compliance requirements are delivered timely and accurately for all in-scope taxes i.e., direct tax, indirect tax, employment tax, transfer pricing reports, etc. Review and ensure that all positions taken in filed tax returns are technically robust, and are adequately supported and documented so that all tax submissions are “audit ready” Document in a robust manner all tax compliance processes Work closely with project and other internal teams to understand, assess and mitigate tax risks on projects Actively manage external advisers, their fees and performance, supporting the delivery of the tax fees budget for the E&C business unit Identify and implement solutions to improve the effectiveness and efficiency of tax compliance processes Support the delivery of on time and right first time internal and external tax reporting for the E&C business unit Deliver right first-time cash tax forecasting for the portfolio and tax calculations for projects Maintain the E&C tax risk registers and ensure that all material provided and unprovided tax risks are identified, understood, and tracked Ensure that all uncertain tax treatments are properly documented and supported Assess and implement opportunities for legal entity simplification Tax Controversy Manage all tax controversy matters for the portfolio ensuring that tax assessments, settlements and disputes with the tax authorities are concluded on the most favourable terms possible Project Support Proactively partner with business teams to solve problems and deliver practical and forward-looking tax advice for

projects and transactionsOptimise the effective tax rate and cash tax positions for projectsMonitor the financial statements risks associated with tax and respond by ensuring the appropriate financial controls are designed, implemented, and operated effectively to provide reasonable assurance on the integrity of the financial statementsAssess opportunities to optimise the financial controls frameworkProcess ImprovementIdentify ESSA (elimination, standardisation, simplification, and automation) opportunities, and communicate to relevant stakeholders inefficienciesBuild and sustain a network of key stakeholders to deliver process improvementsImprove data management and report automation through close collaboration with the Information Technology (IT) functionProactively support the implementation of ERP and ensure that it delivers the intended tax benefitsOtherMonitor legislative changes, assess the impact on the business, and propose and implement responses as appropriateEnsure full compliance with all tax laws and Petrofac Group policies, standards, and proceduresAddress ad-hoc tax related queries from colleagues and support ad-hoc tax projects as requiredCoach and develop team members to realise individual and collective potential and set appropriate goals and objectivesPromote a continuous improvement agenda by seeking out and implementing opportunities to make tax processes more effective and efficient

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