

Position Description



Corporate Tax Manager

Business Unit: Finance & Commercial Services

Reporting to: Financial Controller

Position Purpose

The Corporate Tax Manager is responsible for directing the Company's tax compliance functions and all matters concerning tax planning, advisory and strategy in line with relevant state and federal tax laws and regulations. As the single internal tax specialist and key point of contact for internal stakeholders and external authorities for all tax matters, they are accountable for the development of the organisation's tax strategies, policies, systems & processes while putting safety first.

Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Assess the organisation's current tax practices, prioritise and make recommendations to enhance the control framework and lead the implementation of solutions to mitigate risk.
4. Lead the development and implementation of tax policies and procedures that support Water NSW group to achieve tax compliance in line with relevant taxation laws.
5. Manage the internal and external audit on tax matters, including implementation of action items arising from audits.
6. Act as the subject matter expert, providing the business with advice on all tax matters (including employment taxes e.g. superannuation, PAYG, payroll tax) and proactive analysis of new or changed tax legislation to understand the impact on the group.
7. Provision of strategic tax advice to key stakeholders across the organisation to minimise non-compliance, whilst at the same time minimising tax liabilities within the bounds of the relevant tax laws.
8. Accountable for the preparation and lodgement of all tax reporting in accordance with relevant laws and regulations. This includes Income Tax Returns (NTER), Fringe Benefits Tax Return, Business

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Activity Statements (GST and Fuel Tax Credit Rebates), Payroll Tax, Taxable Payments Annual Report (TPAR) for all relevant entities.

9. Responsible for the delivery of tax accounting business as usual activities including managing tax payments, preparing Tax Effect Accounting requirements, executing month and year end tasks (e.g. preparation of tax disclosure notes), income tax forecasting, optimising the chart of accounts to streamline the preparation of tax returns, and compliance reviews of the tax fixed assets register.

Key Challenges

- Setting up and implementing best practice systems, policies and procedures
- Educating and influencing senior leaders across the organisation on the relevance and importance of various tax laws.

Significant Internal Relationships

Stakeholder	Purpose of Relationship
<ul style="list-style-type: none"> • The ELT and Board 	Provision of tax advice and presentation of key tax policies, ensuring the company's Executive team is aware of the tax consequences and impacts of business decisions
<ul style="list-style-type: none"> • Finance 	Forecasts; Fleet Management; Finance Systems support
<ul style="list-style-type: none"> • People & Culture 	Payroll tax; employee vs contractor; FBT on novated leases

Significant External Relationships

Stakeholder	Purpose of Relationship
<ul style="list-style-type: none"> • NSW Audit Office 	Key contact for tax audit items
<ul style="list-style-type: none"> • Australian Tax Office (ATO) 	Lodgement of income tax returns, FBT returns, BAS, TPAR.
<ul style="list-style-type: none"> • RevenueNSW 	Payroll Tax, Income Tax Payments.
<ul style="list-style-type: none"> • External tax advisors 	Advice on technical tax matters

Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

WaterNSW Leadership & Performance Competencies

People	Level	
Communicating with Influence	B	<ul style="list-style-type: none"> • Tailors communication to suit the audience and uses a range of influencing techniques to build support • Supports messages with relevant examples, demonstrations and stories • Communicates issues clearly with different audiences • Handles challenging questions confidently and constructively

Customer	Level	
Partnering & Advice	B	<ul style="list-style-type: none"> • Engages in a productive dialogue with the customer to consultatively identify a solution • Provides credible advice for customers based on an understanding of the underlying issue • Knows when to draw on additional resources to provide appropriate support and advice for customers

Business	Level	
Analysis & Problem Solving	B	<ul style="list-style-type: none"> • Defines the extent and cause of the problem through observation and investigation • Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions. • Considers all possible solutions and seeks input from subject matter experts where appropriate • Takes necessary action to implement the identified solution

Business Acumen	C	<ul style="list-style-type: none"> • Uses in-depth knowledge of key business drivers, regulatory activity and customer requirements to leverage opportunities and minimise threats to business performance • Utilises knowledge and analysis of internal and external business and industry trends, to identify opportunities and trade-offs to be made when formulating and executing business unit plans • Assists others to understand the commercial implications and customer impacts of their contributions • Uses knowledge of other business units plans and drivers to inform own business plans and the identification of opportunities and risks
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Mandatory Candidate Requirements

Qualifications:

- University qualification in economics, commerce, accounting and/or law
- CA/CPA or Masters of Tax qualification
- Current NSW Drivers Licence

Knowledge:

- Detailed and current understanding of Australian taxation laws, regulations and governance
- Demonstrated expert working knowledge and experience in corporate taxation legislation, rulings and associated case law, all levels of tax accounting and all types of tax returns
- A sound understanding of financial controls and systems

Experience:

- Proven experience in tax strategy implementation, planning support and project management
- Demonstrated experience in undertaking internal tax governance reviews and implementing tax risk management procedures

- Demonstrated experience in managing direct relationships with key external tax authorities and advisors

Favourable Candidate Requirements

- Strong taxation experience within a Big 4, or mid-tier, Chartered Accounting firm and/or a large commercial organisation
- Experience operating in a stand-alone tax role acting as the internal subject matter expert.

Pre-Employment Checks Required

- Identification
- Qualifications
- Drivers Licence
- Pre-employment Medical (Office based)
- Police Check