



## - Indirect Tax and Superannuation Senior Specialist

Position Detail			
<b>Reports To</b>	Tax and Superannuation (Senior Advisor)	<b>Group</b>	Finance
<b>Classification</b>	ASA 7	<b>Location</b>	Canberra
<b>Reports – Direct Total</b>	Nil		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

As Indirect Tax and Superannuation Senior Specialist, you will provide taxation services to support the Airservices tax governance framework; provide taxation advisory services, provide taxation assurance services; provide taxation planning and modelling services; provide taxation compliance services so as to effectively manage the organisation's taxation model and taxation obligations. You will also evaluate and resolve taxation issues and effect changes in legislation/practice as they emerge.

You will provide support in order to manage Airservices superannuation governance obligations including superannuation advisory services, superannuation assurance services, superannuation planning and modelling services and evaluating and resolving superannuation issues and effect changes in legislation/practice as they emerge.

You will work collaboratively with other groups in Airservices to ensure the taxation and superannuation governance frameworks/obligations are implemented and maintained.

### Accountabilities and Responsibilities

#### Position Specific

- Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
- Support the taxation governance framework including legislative requirements, risk management and assessment and internal governance framework design
- Build corporate tax governance practices and processes, including the development and maintenance of internal control frameworks to guide business operations

- Ensure robust superannuation governance and processes are established and maintained within the organisation.
- Provide advisory services to the business (indirect tax and superannuation planning, indirect tax and superannuation technical advice)
- Identify and communicate tax and super requirements including communication of legislative changes to internal staff in a clear and concise manner
- Provide tax assurance services, oversee testing of internal controls and tax compliance for operational effectiveness of controls
- Oversee internal and external reviews, including prudential reviews, reviews and audits by regulatory authorities such as State and Territory governments and the Australian Taxation Office and internal audit reviews into the business.
- Undertake the necessary work for the preparation of the annual Fringe Benefits Tax return, payroll tax returns, annual PAYG return, monthly Business Activity Statements, foreign resident withholding and No ABN withholding.
- Undertake the necessary work for reporting in the annual financial statements
- Develop tailored tax and superannuation training packages to be provided to the business
- Oversee and effect change management for the implementation of changes in taxation and superannuation legislation into the business, both systemic and procedural
- Ensure operational status of software programs used for taxation compliance and reporting
- Comply with Airservices policies and standards, particularly safety and legal requirements
- Preparation of reports and board papers to Executive and Board
- Support the Tax and Superannuation (Senior Advisor) as required
- Support the Tax and Superannuation function as required

#### People

- Establish, develop and maintain an effective working relationship with Airservices staff to ensure that there is effective co-ordination of all activities in support of organisational objectives
- Maintain an effective working relationship with other key stakeholders including external advisors, regulatory authorities such as the Australian Taxation Office (ATO) and revenue authorities
- Uphold Airservices organisational values and compliance with code of conduct
- Be accountable for self-development and continuous learning of tax and super technical skills.

#### Compliance, Systems and Reporting

- Contribute to the implementation of enterprise governance systems and policies, including Safety, Environment, WHS, Risk and Compliance

#### Safety

- Demonstrate safety behaviours consistent with enterprise strategies

### Key Performance Indicators

#### Efficient, Effective and Accountable

- Production of advice fit for purpose and meets the needs of the business
- Build and maintain taxation frameworks in the business
- Build and maintain superannuation governance in the business
- Maintenance of effective relationships
- Levels of accuracy of tax prepared data
- On time lodgement of returns and payment of taxes;
- Correct analysis and interpretation of tax and super legislation, rulings and other guidance material
- Ability to communicate the impact of tax and superannuation legislation to staff in clear and concise language

#### Commercial

- Maximise tax effectiveness of non-standard contract arrangements

#### People

- Engagement
- Training and development
- Business Capability improvement

#### Safety

- Compliance with safety, risk, environmental and any other standards

### Key Relationships

As Indirect Tax and Superannuation Senior Specialist:

- Senior leaders across the organisation
- Head of Corporate Finance
- Chief Financial Officer
- People & Culture
- Finance community
- External Advisors
- External regulatory authorities including the ATO and State and Territory Revenue offices

### Skills, Competencies and Qualifications

- Recognised university degree or equivalent in accounting or business supplemented by studies or courses in taxation.
- Tertiary and professional qualifications (CA or CPA) in accounting, supplemented by regular/systematic courses or studies on tax development
- Broad in-depth knowledge and solid understanding of technical and compliance taxation issues. The work requires the application of taxation legislation and advice/advisory services with strengths in the range of indirect taxes GST, FBT, Payroll Tax, PAYG withholding, No ABN withholding, Foreign Resident withholding, including other duties such as stamp duty and customs duty.
- Demonstrated experience in the area of Superannuation.
- Taxation experience in an accountancy firm, company or Government equivalent should be in the order of 5 to 10 years.
- A wide working knowledge of the operation and functionality of corporate financial systems (e.g. SAP) and Microsoft business software (e.g. Word, Excel and Access) and external software for the preparation of returns (e.g. ONESOURCE FBT)
- Proven planning and modelling skills
- Proven ability in researching and analysing taxation and superannuation compliance requirements and implementing processes/procedures to address compliance requirements.
- Demonstrated problem solving, conceptual and analytical skills, with a capacity to deliver timely outcomes under pressure and with minimal direction.
- Demonstrated ability to maintain effective working relationships and to work effectively within a team environment.
- Strong written and verbal communications skills.

### Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.