



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	TAXATION ACCOUNTANT
Position no:	30003576
Team:	[Finance]
Department:	Accounting
Location:	Ultimo
Reports to:	SENIOR FINANCIAL ACCOUNTANT 30005757
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	2/04/2024

## Purpose

Provide high level support to the ABC on tax issues and by contributing professional advice on key efficiency, productivity and performance projects and issues.

## Key Accountabilities

- Provide high quality financial analysis support, reports and services in a timely manner and in-line with the Corporation's priorities with respect to improving efficiency and productivity.
- Provide a high level of advice and support to the business on compliance and implementation of tax processes, including but not limited to; FBT, GST, Withholding tax, PAYG and international tax issues.
- Maintain the ABC's taxation records and databases to ensure the integrity and accuracy of information, ensuring it is available to meet reporting and compliance requirements.
- Interpret and apply the ABC's Tax policy and procedures and respond to internal queries accordingly.
- Maintain an effective understanding of the ABC's operations and processes and assess and advise on their tax implications for the Corporation.
- Maintain effective communication with colleagues to share information and keep abreast of relevant tax issues/ developments across the corporation.

- Ensure information relating to tax services and processes is communicated in a clear, timely and appropriate way with the Finance team and the broader business.
- Drive the development and maintenance of accounting and financial policies, costing procedures and the development, implementation and maintenance of efficiency and productivity initiatives relating to tax.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

## Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or demonstrated substantial experience in accountancy, relevant professional membership desirable.
2. Advanced understanding of financial management and accounting principles and demonstrated experience in an equivalent taxation role.
3. Ability to implement financial related projects, with superior attention to detail and the ability to deal with complex taxation matters autonomously, or with limited supervision.
4. Demonstrated ability to supervise and mentor staff in relation to tax matters with the demonstrated ability to use initiative and work to tight deadlines with minimal supervision within a team.
5. Significant experience in SAP, or equivalent ERP system, and other business software with a strong understanding of financial management and accounting principles.
6. Excellent written/verbal communication and excellent analytical skills to produce high quality reports (create graphs, spreadsheets and word processing documents) through research and consultation at all levels of the organisation.
7. Demonstrated knowledge of and ability to keep up to date with changes and developments in tax laws and communicate to Manager with the demonstrated ability to maintain high levels of confidentiality
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

