

## Senior Tax Advisor (Income Tax)

Position Detail			
<b>Reports To</b>	Taxation Manager	<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 control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

### Primary Purpose of Position

As a Senior Tax Advisor (Income Tax) in the Taxation Unit within the Financial Operations and Analysis branch, you will provide taxation services to support the Airservices tax governance framework; provide taxation advisory services, provide taxation assurance services and provide taxation compliance services so as to effectively manage the organisation's taxation model and taxation obligations.

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

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

- 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 (international/domestic income tax and superannuation planning, international/domestic income tax and superannuation technical advice)
- Identify and communicate tax and super requirements and 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 (ATO) and internal audit reviews into the business.
- Undertake the necessary work for the preparation of the annual Tax Provision and Tax Effect Accounting, Income Tax Return and Research and Development Tax Incentive
- Undertake the necessary work for the preparation of International Taxation Compliance
- Develop and present tailored tax training packages to be provided to the business
- Oversee the arrangement for 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 Airservices Executive and Board
- Support the Taxation Manager as required
- Support the Indirect Taxation 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.
- Have a proactive and positive approach, be innovative, consultative and collaborative, resilient, resolution focused and personally accountable for the quality of performance and delivery of services.

#### 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;
- Accurate analysis and interpretation of tax and super legislation, rulings and other guidance material
- Ability to communicate the impact of tax and superannuation legislation to the business and individual staff members 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 the Senior Tax Advisor (Income Tax):

- Senior leaders (OLR and DRE) across the organisation
- Chief Financial Officer
- Enterprise Services
- Financial controllers and related teams
- Finance community
- External Advisors
- External regulatory authorities including the ATO and State and Territory Revenue offices

## Skills and Competencies

- 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 income tax, international tax and Research & Development.
- 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. Tax Integrator)
- 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, modelling, with a capacity to deliver timely outcomes under pressure and with minimal direction.
- Demonstrated ability to maintain effective working relationships, to work effectively within a team environment and working autonomously.
- Very 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 Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same.

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.