

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Taxation Analyst
<b>Position Number:</b>	517222
<b>Classification:</b>	General Stream Band 6
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Finance and Business Support - Budget and Finance Taxation
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Manager Taxation
<b>Effective Date:</b>	December 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Degree in taxation or other relevant tertiary qualification; or training and experience deemed equivalent
<b>Position Features:</b>	Some intrastate travel may be required

*NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

The Senior Taxation Analyst provides support to the Manager Taxation for the overall operational responsibility for ensuring the Department's compliance with Australian Government Taxation and Superannuation legislative requirements.

Provides technical advice, training and assistance to senior management and operational staff throughout the Department on taxation procedures and issues and acts as a conduit for dissemination of taxation information within the Department.

## Duties:

1. In relation to Australian Government legislation that applies to the Department, ensure the production of timely, and accurate and compliant:
  - Taxation returns.
  - Remittance of taxes.
  - Completion of associated reconciliations.
2. Initiate, develop, implement and maintain policies, processes and procedures to minimise risks of non-compliance with all taxation collection, remittance, reporting and accounting obligations are operational throughout the Department in accordance with the Taxation Management Framework.
3. Provide taxation and superannuation advice and assistance to senior management and operational staff in relation to the identification and management of their obligations and related issues.
4. Maintain an up-to-date working knowledge of taxation and superannuation laws; monitor and analyse developments in taxation legislation and policies; assist with the provision and dissemination of authoritative taxation information and advice to senior officers and other staff regarding the nature and impact of such developments.
5. Collate and analyse all relevant related data for the purpose of determining the Department's taxation liabilities.
6. Provide advice, support and comment in relation to taxation matters impacting on the Department, including issues having an impact on the taxation obligations of the Agency/Government and taxation policy.
7. Monitor internal compliance with tax policies, and procedures for taxation, including review of payroll and finance systems data and initiate remedial action when non-compliance is detected.
8. Provide support for the ongoing development of effective systems, procedures, policies and guidelines for management of taxation and superannuation obligations.
9. Participate in the development and delivery of appropriate training programs and updates that support the effective administration and management of the Department's taxation and superannuation obligations.
10. Contribute to the budgetary and financial planning for the Department by identifying and analysing the budgetary and other financial impacts on the Department arising from changes in taxation and superannuation law and policy.
11. Manage all administrative, operational and technical arrangements with the Department's external salary packaging administration service provider.
12. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

## Key Accountabilities and Responsibilities:

The Senior Taxation Analyst receives broad direction from the Manager, Taxation. Autonomy within the field of expertise and duties are to be undertaken with limited supervision. The specialist nature of this position requires a high level of professional and technical competency in the area of taxation law.

The Senior Taxation Analyst demonstrates independent judgement and must operate within the administrative framework provided by the Tasmanian Government financial regulations, other relevant State legislation, the Treasurer's Instructions and Australian Government legislation.

The incumbent is responsible for:

- Participating in the continuous development and improvement of the Department's Taxation Management Framework.
- Providing advice and support to senior management in relation to all aspects of applicable taxation and superannuation policy and procedures.
- Maintaining a high degree of currency of professional knowledge and awareness of taxation and superannuation matters impacting on the Department.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated knowledge and experience of taxation and superannuation law.
2. Working knowledge of and experience in understanding, interpreting and applying taxation legislation and policies to practical situations including a demonstrated ability to interrogate and analyse data from Finance and Payroll systems.
3. Well-developed analytical, problem solving and research skills to enable effective identification of issues and business impacts, and resolution of issues, including an ability to think strategically.
4. Demonstrated oral and written communication skills in a taxation context with the proven ability to effectively liaise with multiple internal and external stakeholders, including salary packaging administration service providers and the Australian Taxation Office.
5. Proven ability to work constructively as part of a team, including an ability to be adaptable and flexible, working within an environment subject to work pressure, competing priorities, ambiguity and change.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).