

Role Title

Taxation Control & Compliance Specialist

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Grade H	4 - Gross Salary PKR 70,000/- per month	Lahore / Karachi	2 years FTC	Head of Geography

Role purpose

- Carry out day-to-day activities pertaining to taxation administration for the Exams department.
- Assist the Head of Financial Planning & Analysis / Financial Controller for tax management and ensure filing of monthly tax returns / statements for exams as well coordinate proposal development for tax consultants.
- The role will ensure compliance with tax laws and organizational policies.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

- The British Council's Exams Department has set in place an ambitious plan to ensure its growth and greater impact in a fast changing, global environment. To do this, the division needs to work more effectively and efficiently with partners, both internal and external from all sectors of society.
- Due to the scale of the operations and increase tax exposure complexities to Punjab Revenue Authority (PRA), Sindh Revenue Board (SRB), Baluchistan Revenue Authority (BRA) and Federal Board of Revenue (FBR) the organization feels there should be dedicated resources to manage the taxation requirements in line with applicable taxation laws / regulations and resource to handle tax notices all regulatory bodies in accordance with respective taxation laws.
- The position will be reporting to Manager Commercial Finance as part of the Exams Finance team.

Organogram

- The position has no direct reportees
- The position will be responsible for the provision of necessary support for tax administration and ensuring compliance with applicable laws.

The job scope will extend to three large offices in Karachi, Lahore, Islamabad and management of National Tax exposure.

Main Accountabilities:

- Ensure accurate monthly computation of direct / indirect taxes and preparation of tax package for reporting.
- Responsible for preparation of tax refunds annual corporate tax and monthly sales tax returns.
- Ensuring timely tax reporting, tax provisions and other internal or external tax related requirements
- Ensure adherence to applicable FCCF and period end checklist requirements for taxation.
- Responsible for maintaining appropriate documentation and explanations for tax reconciliations underlying the monthly tax returns.
- Coordinate direct & indirect tax audits & tax litigations, representations with tax authorities.
- Provide support to Head of Financial Planning & Analysis / Financial Controller in managing the annual financial planning exercise by implementing tax planning modules and incorporation of taxation risks in financial plans.
- Provide support to Head of Procurement in managing the implementation of direct taxation requirements in line with applicable laws.
- Provide support to Financial Controller in setting up and reporting applicable FCCF controls and period end checklist.
- Coordinate end to end process review for exams and recommend revision in policies as part of recommendations.
- Lead tax provisions against regulatory risks and support Head of Financial Planning & Analysis / Financial Controller in evaluation of tax opinions.
- Responsible for preparing monthly income reconciliations for exam/non-exam products.
- Responsible for support in SAP accounting.
- Provide support in verifying exams board fee invoices
- Provide support in processing exams refunds.
- Support exams finance team in operational activities.
- Ensure that the child protection e-learning courses is completed
- Ensure that your behaviour is in line with the Child Protection Policy and Code of Conduct.
- Escalate child protection issue to the Head of Child Protection Pakistan

Key Relationships:

Internal

The post holder will need to develop successful relationships with

- The exams finance & procurement teams
- Exams operations team
- Financial Controller team

External

- Regulatory / taxation authorities

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to work in Pakistan	Shortlisting
Direct contact or	No	N/a

managing staff working with children?		
Notes	Security check as applicable to all British Council staff	
Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Fluency in verbal and written English language Proficiency. 		Shortlisting And APTIS Test
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Bachelor's level degree in relevant field or Part Qualified from ACCA, CA 	Professional Qualification Qualified ACCA/ACA/ACMA/CIMA	Shortlisting
Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Experience 2 to 4 Years Experience with Audit firm (Articles Completed / Industry 	2 years' experience in TAX role OR Financial Controls.	Shortlisting and/or interview
Role Specific Skills		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Understanding of local tax laws. 	Experience of using FBR portal Working on SAP	Shortlisting and/or Interview
British Council Core Skills		Assessment Stage
<ul style="list-style-type: none"> Planning & Organizing (level 2) Analysing Data and Problems (level 2) Managing Finance and Resources (level 1) 		Shortlisting and/or Interview
British Council Behaviours		Assessment Stage
<ul style="list-style-type: none"> Creating Shared Purpose – Essential level Making it Happen - More Demanding level 		Shortlisting and/or Interview
Prepared by:		Date:
Zehra Abdulla –Commercial Manager		16-08-2018