

POSITION DESCRIPTION



Directorate: Chief Minister, Treasury and Economic Development

Position Number: P07048

Division: Budget, Procurement, Investments and Finance

Classification: SOGC

Location: Winyu House, Gungahlin

Business Unit: Shared Services Finance

Last Reviewed: April 2024

Position Title: Assistant Director, Taxation Support

Position Requirements: Current baseline security clearance

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public (ACTPS), providing strategic advice and support to the Chief Minister, the Treasurer, other Ministers and the Cabinet on policy, financial and economic matters, service delivery, whole of government issues and intergovernmental relations.

As a central agency, the Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACTPS, to ensure that it is well positioned to perform its role.

Treasury, within CMTEDD, is responsible for providing advice to the Government and ACT agencies on budget and financial management, economic and revenue policies, infrastructure finance, federal financial relations, accounting policy and insurance for Territory risks.

Treasury is also responsible for collecting and managing taxation revenue, managing the Government's financial assets and liabilities, managing whole of government procurements, and broader procurement advice through Procurement ACT, and managing ACT Shared Services Finances issues including accounts payable and receivable and whole of government banking.

BUDGET, PROCUREMENT, INVESTMENTS AND FINANCE DIVISION - OVERVIEW

The Budget, Procurement, Investments and Finance (BPIF) within Treasury is made up of 4 sub-groups.

- **The Finance and Budget Group (FABG)** is responsible for advising government and agencies on the development of the Territory's budget; providing policy and budget advice on a range of government priorities and services; and advising on financial issues relating to agencies and the Territory, including whole of government financial reporting.

- **Procurement ACT (PACT)** is responsible for the development and implementation of whole-of-Government procurement policies. Procurement ACT also provides procurement-related services to ACT Government agencies and the community, including in relation to whole of government arrangements.
- **Investments and Borrowings (IB)** is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.
- **Shared Services Finance (SSF)** provides centralised whole of government finance functions primarily related to financial reporting, taxation, finance operations (accounts payable/receivable/debt management) and financial applications management.

BUSINESS UNIT OVERVIEW

Shared Services Finance provides high quality, timely and compliant corporate services for ACT Government directorates and agencies. These services include financial accounting and reporting, calculation and payment of taxes due, managing the territory's banking services, financial software development and support, debt management, and management of the accounts payable and receivable functions.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation, where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

Reporting to the Senior Director, Governance, Taxation, Accounts Receivable and Debt Management, Shared Service Finance, the Assistant Director, Taxation Support position will hold the primary function of providing taxation compliance support. Under the Taxation Management Framework, the role will enable the provision of a wide range of assistance and advice across a number of areas of direct and indirect taxation, superannuation and PAYG as well as the management and oversight of an external taxation advisory service, known as the Tax Help-Desk. Other areas of responsibility include the co-ordination of taxation compliance reviews undertaken by external accounting firms.

The position requires strong interpersonal skills and a customer service focus. The position is required to liaise closely with a range of external and internal stakeholders, including territory staff, taxation specialists Australia-wide, the Australian Taxation Office, external advisors and to represent the Territory at times.

The successful candidate is required to facilitate the provision of taxation support, working under limited supervision and should possess well developed written and verbal communication skills.

WHAT YOU WILL DO

You will:

1. Provide or source from the Tax Help Desk, accurate, considered, and timely advice on fringe benefits tax (FBT), goods and services tax (GST), superannuation and PAYG across government directorates and agencies, demonstrating high levels of research capability.
2. At times, represent the territory at industry meetings and forums, actively participating and positively contributing to the discussion.
3. Co-ordinate territory-wide taxation compliance and administrative measures, including the Taxation Framework, the Tax Help Desk resource and the triennial Taxation Compliance Reviews required for most directorates and agencies.
4. Conduct quarterly taxation meetings to Shared Service Finance Services, directorate and agency staff, covering recent relevant taxation developments.
5. Presented by an external provider, compile, oversee and manage the delivery of taxation training to Shared Services staff and directorate and agency finance staff.
6. This position does not supervise staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Sound knowledge of taxation legislation, policy and practice, including Australian Taxation Office publications and interactions, particularly in FBT, GST, superannuation and PAYG-W.
2. The ability to maintain a high level of accuracy and attention to detail when sourcing advice and possess sound organisational skills.
3. The ability to prepare and deliver clear and concise written and verbal communication.
4. The ability to understand and interpret taxation and superannuation legislation, simplifying at times complex issues for users without taxation knowledge or understanding.

Leadership – Strategic and Functional

1. Ability to provide confidence compliance of taxation for the Territory, to review and implement business process change within and across government, in response to legislative and other changes as these arise.
2. Effectively represent the territory in taxation forums and meetings with ATO staff, taxation managers from other jurisdictions and external accounting personnel.
3. Identify deficiencies in existing processes and develop solutions and process improvements.

Professional / Technical Skills and Knowledge

1. Demonstrated experience and a knowledge of indirect taxes, such as Fringe Benefits Tax, Goods and Services Tax, superannuation legislation and practices and PAYG legislation.
2. Demonstrated ability to interpret legislation, ATO taxation policies and procedures.

Behavioural Capabilities

1. Strong planning, organisational and time management skills, with the ability to effectively self-manage and prioritise tasks to tight competing deadlines.
2. Well-developed verbal and written communication skills, including the ability to impart complex issues to a wide range of stakeholders.
3. Strong analytical and interpretation skills, particularly the ability to understand legislation taxation rulings and advice. Attention to detail and a high degree of accuracy.
4. Understanding of public service values covering ethical standards, demonstrated self-awareness and professionalism and a commitment to the ACTPS Respect, Diversity and Equity Framework and workplace health and safety principles and practices.

Compliance Requirements / Qualifications

1. Membership of either CPA Australia or Chartered Accountants Australia New Zealand is highly desirable.
2. An ACT Government CMTEDD Baseline clearance is required for this position.
3. This position does not require a pre-employment medical.
4. This position does not require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of the Taxation Support and Compliance Manager (position number P07048) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time) <i>[Instructions: applies to SOGC (and equivalent classifications) and below only.]</i>	Occasionally
Fixed or specified start/finish times <i>[Instructions: applies to SOGC (and equivalent classifications) and below only.]</i>	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties <i>[Instructions: applies to SOGA/B positions only.]</i>	Choose an item.
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never