

Position: Head Taxation & Payments

Division: Finance Division

Locations: Head Office - Karachi

Required Qualification & Experience:

Preferably qualified accountant or CA finalist with tax consultancy experience with 4 to 6 years of relevant experience in banking or financial services firm.

Position Summary:

Complete ownership of all tax related matters (direct and indirect taxes) including tax planning, assessment, reporting, compliances, monitoring, advisory, desk audit and implementation etc. Also responsible for payment section in terms of processing payments, receipts, adjustments, reimbursement, disbursement of petty cash to various units of the banks, payment of withholding taxes etc.

Role & Responsibilities:

- Review & finalization of annual return of total income of the bank in coordination with bank's tax consultants.
- Update tax position of the bank and taking their impact in books of accounts accordingly.
- Compute tax liability and deferred tax for taking provision in books of accounts.
- Compute and discharge advance tax liability of the bank
- Supervise in statutory reporting/compliances relating to filing of WHT statements, reconciliation of expenses w.r.t to taxes paid thereon, monthly Federal/Provincial Sales Tax returns, Federal/Provincial quarterly reconciliations, gathering and provision of information sought by Federal/Provincial Tax Authorities, preparing different tax workings etc.
- Preparation and dissemination of changes made in law to concern units and branches of the bank.
- Advise branches and different units of the bank on miscellaneous tax related issues.
- Coordinate with tax consultants w.r.t. various compliances, opinions and other tax related matters
- Supervising staff in making day to day routine transactions relating to Opex and Capex nature.
- Ensuring payments being made in line with expenditure policy.
- Monitoring of GLs while approving accounting entries.
- Authorizing payments and miscellaneous journal vouchers as per approval matrix.
- Supervising staff in month end activities and ensuring that all necessary adjustments have been taking in to account.