

JOB TITLE:	Team Lead, Tax & Balance Sheet Management	STAFF ID NO:	
DIVISION:	FINANCE	DEPARTMENT/ UNIT:	FINANCE

JOB OBJECTIVE(S)

The Team Lead, Tax & Balance Sheet Management is responsible for ensuring the efficient management of tax obligations and optimizing the institution's balance sheet for profitability and compliance. This role involves strategic oversight of tax planning, balance sheet analysis, liquidity management, and regulatory adherence to achieve the organization's financial objectives.

DUTIES & RESPONSIBILITIES

Tax Management

1. Tax Strategy and Compliance

- Develop and implement tax strategies that align with organizational goals and local/international regulations.
- Ensure accurate computation, reporting, and timely filing of all tax obligations, including corporate income tax, VAT, withholding tax, and other applicable taxes.
- Monitor changes in tax legislation and advise management on their potential impact.
- Manage tax audits and resolve any disputes or inquiries with tax authorities.

2. Tax Optimization

- Identify opportunities for tax savings and recommend actionable strategies.
- Work with external advisors to optimize the institution's tax position without compromising compliance.

Balance Sheet Management

1. Liquidity and Funding Optimization

- Monitor the balance sheet to maintain optimal liquidity, funding, and capital adequacy.
- Collaborate with the Treasury team to ensure proper allocation of funds to achieve profitability targets.

2. Capital Management

- Analyze capital structure and provide recommendations for optimization, including managing regulatory capital requirements.
- Support the development of funding strategies, including debt and equity issuance where applicable.

3. Interest Rate and Currency Risk Management

- Develop and monitor strategies to mitigate interest rate and foreign exchange risks.
- Collaborate with Treasury and ALM teams to ensure alignment of interest rate sensitivity with profitability goals.

Financial Reporting and Analysis

1. Regulatory and Management Reporting

- Prepare and review balance sheet reports for regulatory compliance
- Support monthly, quarterly, and annual reporting to stakeholders, ensuring accuracy and timeliness.

2. Performance Analysis

- Analyze key metrics related to balance sheet management, such as return on equity (ROE), net interest margin (NIM), and cost of funds.
- Provide actionable insights to improve financial performance.

Leadership and Collaboration

1. Team Development

- Lead, mentor, and develop the Tax and Balance Sheet Management team, fostering a high-performance culture.
- Provide training and development opportunities for team members to enhance technical skills and knowledge.

2. Stakeholder Engagement

- Work closely with internal stakeholders, including Treasury, Risk, Legal, and Compliance teams, to align tax and balance sheet strategies with business objectives.
- Represent the organization in meetings with external auditors, tax authorities, and other regulatory bodies.

KEY PERFORMANCE INDICATORS

- Timeliness and accuracy of tax filings and reporting.
- Optimization of balance sheet metrics, including ROE, NIM, and liquidity ratios.
- Compliance with regulatory and tax obligations.
- Cost savings achieved through tax optimization and balance sheet strategies.
- Team performance and development

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in finance, Accounting, Economics, or a related field; a Master's degree is a plus.
- Professional certification (e.g. ACCA, CPA, CFA)
- 3+ years of experience in financial management, tax planning, or balance sheet optimization, preferably in a financial institution.
- In-depth knowledge of tax laws, regulatory frameworks, and balance sheet management principles.
- Strong analytical skills with a solid understanding of financial modeling and risk management.

KEY COMPETENCY REQUIREMENTS

- Leadership and team management abilities.
- Strong problem-solving and decision-making skills.
- Excellent interpersonal and communication skills, with the ability to present complex financial concepts to non-technical stakeholders.
- Proficiency in financial systems, tax compliance software, and advanced Excel modeling.
- Attention to detail and high levels of integrity and professionalism.

Reporting Relationships**Functionally reports to**

Chief Finance Officer

Administratively reports to

Chief Finance Officer

Supervises

TM, Tax and Balance Sheet Management