

ROLE DESCRIPTION

Job Role:	Tax Lead		
Job Level:	Work Location:	Department:	
Click or tap here to enter text.	Aberdeen Other locations as required	Tax	
Purpose of Role:	<ul style="list-style-type: none"> • Management of a portfolio of tax matters to ensure that Harbour Energy complies with its legal obligations in relation to taxation and across relevant taxes. • To work with VP – Tax and the other Tax Leads to provide a holistic Tax function. 		
MAE*/MATTE* and HSE* Critical Responsibilities:	<ul style="list-style-type: none"> • Ensure that all activities are carried out in a safe manner complying with all regulatory requirements, legislation and Harbour Energy HSEQ procedures 		
Areas of Accountability, Responsibility and Competence Level:	<ul style="list-style-type: none"> • Accuracy and timeliness of all tax returns in respect of UK corporate taxes, Petroleum Revenue Tax (PRT) and VAT additionally providing support on request to the Human Resources Team in respect of employment taxes. • Accuracy of the reported accounting results in respect of UK taxation. • On behalf of Harbour Energy ensure a quality relationship with HMRC. • Support the effectiveness of the entire tax team, and its delivery of support to the business. • Provision of UK tax advice as required to support the business on a portfolio of assets. • Corporate oversight and assurance on tax affairs managed in Harbour Energy’s international Business Units. • Responsibility for ensuring adequate procedures and documentation in place to comply with the Group’s transfer pricing obligations across all jurisdictions. • Review and input into UK corporate tax computations as required ahead of submission to HMRC. • Ensuring that adequate processes, procedures and controls are in place across the tax department and that these are suitably documented. • Ensuring that the financing position of the group is optimised for tax purposes. • Supporting the VP - Tax on the Harbour Energy Tax Strategy and Tax Governance. • Representation and lobbying on behalf of Harbour through the BRINDEX committee. • Provision of transaction structuring support and due diligence support for International new business opportunities as required. • Collaboratively working with the other Tax Leads to ensure that Harbour’s overall tax position is optimised. • Line management responsibility. • Any other reasonable duty as per instruction by your manager. 		

<p>Critical Skills* Qualifications Experience, etc.: (* Indicate either preferred or essential.)</p>	<ul style="list-style-type: none"> • Accounting degree or law degree or equivalent. • Qualified Chartered Accountant and/or Chartered Tax Advisor. • A high level of knowledge of the UK upstream tax code. • Detailed practical experience of UK upstream tax implications of acquisitions and divestment (A&D) activity. • Experience of advising on, and executing, complex transactions. • Experience in reviewing earnings data for UK upstream activity, identifying issues, and framing an appropriate control and risk management environment. • A high level of experience in UK tax compliance, including the preparation and review of corporate and PRT tax returns. • Experience in negotiating complex UK tax issues with HMRC. • Working knowledge of general corporate law and its application. • Able to correctly and competently handle complex tax matters of high value, and able to delegate complex advice. • Strong commitment to technical excellence and driven to get advice correct. • Ability to clearly articulate complex tax matters to a range of internal and external audiences. • Able to work under pressure and meet deadlines. • High commercial awareness of value drivers, where required, a skilled negotiator. • Desire to develop people and provide active leadership on difficult or contentious matters. • Financial numeracy/literacy a pre-requisite. 			
<p>Reports to:</p>	<ul style="list-style-type: none"> • VP- Tax 			

APPENDIX 1 KEY PERSONAL ATTRIBUTES

COMMUNICATION AND INFLUENCE

Understands the value of clear, well thought out communication and active listening, coupled with honest and respectful responses to achieve positive outcomes and maintain productive relationships.

ACCOUNTABILITY, DECISION MAKING AND JUDGEMENT

Understands that part of business success is a result of individual and collective decision-making, based on sound judgement, competency and integrity.

Willing to accept responsibility for their actions and executes work in an honest and respectful way that materially influences how Harbour Energy and its employees are perceived by stakeholders.

Recognises the importance of fact over opinion and that the best solution may not always be the most obvious.

TEAMWORK

As a team member, displays a consultative, non-territorial and collegiate approach that promotes trust and support.

As a manager, recognises that caring passionately about the welfare and wellbeing of their people as much as the business itself delivers and sustains a positive team dynamic, commitment, team spirit, pride, trust and group identity.

LEADERSHIP AND SUPERVISION

As a leader, develops a broad understanding of Harbour Energy's Core Values and Business Principles. Recognises opportunities and threats, industry trends, emerging technology and displays initiative, energy and commitment in carrying out Harbour Energy's Core Values through inspiration, an active coaching style utilising appropriate resources and a safe proactive culture.

As a supervisor, has clarity of purpose to successfully influence and focus the team on the safe achievement of the planned objective utilising effective planning and appropriate resources.

Ensures that the right information is provided at the right time to promote excellent decision making; takes advantage of the collective expertise of team members to undertake and deliver the work; encourages knowledge exchange within the team; helps decide where to invest critical resources; links long-range visions and concepts to daily work tasks.

COACHING

Recognises and supports the notion that 'their success is my success' and that investing in coaching time is advantageous for both Harbour Energy and the development of individuals.

CONFLICT PREVENTION

Takes proactive and timely steps to prevent situations that could otherwise result in unnecessary confrontations and negatively affect the ability to work together in a positive and constructive manner.

ADAPTABILITY/FLEXIBILITY

Copes under pressure and views adaptability and flexibility as positive attributes

PROBLEM SOLVING

Possesses the ability to carefully and systematically tackle a problem in a timely fashion, utilising a logical approach to deliver a safe and economical outcome.

RESULTS ORIENTATION

Takes active responsibility for the achievement of collective and personal goals and objectives within agreed timeframes within the framework of Harbour Energy's Core Values and Business Principles.

PROMOTES HARBOUR ENERGY'S CORE VALUES AND BUSINESS PRINCIPLES

Understands and actively promotes Harbour Energy's Core Values and Business Principles in all aspects of their professional life.