



JOB DESCRIPTION

Job Title:	Tax Manager Malaysia	Reports to (title):	Group Finance Manager (KL)
Job Code:	Finance	Location:	Kuala Lumpur, Malaysia

1. POSITION PURPOSE

The role of the Malaysian Tax Manager is to ensure all tax activities are conducted in an efficient, productive, rigorous manner; in line with Group values; and in full compliance with Group policies and procedures, Malaysian laws and regulations, and PSC rules.

The Malaysian Tax Manager is solely responsible for all the tax affairs of the Malaysian business including but not limited to all tax compliance filings for petroleum tax (PITA), Malaysian corporate tax, Malaysian withholding taxes, Malaysian sales tax and any other tax related issues, including Malaysian cross border tax matters. The Malaysian Tax Manager will be responsible for all registrations, elections, statutory filings, audits and communication with the Malaysian tax authorities.

The Malaysian Tax Manager will also advise on all material contracts, key projects, and potential business development opportunities in Malaysia.

2. WORKING RELATIONSHIPS

Positions supervised	Direct:	None
	Indirect:	None
Working relationships	Internal:	Country and regional finance teams, CFO, Country Managers, Audit Committee
	External:	Tax authorities, Auditors, JV Partners

3. BASIC FUNCTION

- **Direct tax compliance:** prepare the Malaysian annual petroleum (PITA) and Malaysian corporate (CITA) tax returns, including making accurate monthly instalments and revisions throughout the year. This includes reviewing the applicable filings and returns for the non-operated assets.
- **Indirect tax compliance:** prepare and file all Malaysian indirect tax matters including sales tax, GST, withholding tax, export duty/import duty and supplementary payments returns, in accordance with Malaysian tax regulations and customs requirements.
- **Tax audits:** be the focal point for all Malaysian tax audits, and appeals, including for providing necessary information to mitigate potentially disallowable expenditure.
- **Tax planning:** work with business planning and with business development to support economic models and cashflow planning to ensure tax outflows are accurately modelled and forecasted. Includes planning on utilization of unabsorbed business losses, as applicable.
- **Tax strategy:** advise on changes to the corporate structure to minimise Malaysian or Malaysian cross-border tax leakages, and to allow for efficient capital flows across the Troup. Also provide advice on how to maximize potential incentives that the Malaysian Government and/or PETRONAS may announce to promote upstream development.



- **Business development:** perform tax due diligence on potential new Malaysian business opportunities and provide contract reviews to support negotiations.
- **Tax accounting:** estimate and develop forecasts for Malaysian tax provisions, including both current and deferred taxes, including reconciliations and supporting analyses.
- **Tax awareness:** monitor and assess all changes to Malaysian tax legislation and/or regulations, including PETRONAS initiated changes, and advise on the impacts to the business.
- **Transfer pricing:** ensure the Group is compliant with Malaysian transfer pricing legislation and advise the business on how to maximise cost reallocations.

4. PRINCIPAL ACCOUNTABILITIES

- To calculate and pay the monthly PITA tax instalment payments, including reforecasts, and the annual tax return.
- To ensure accurate and compliant CITA tax returns are filed and paid on time.
- To manage all tax related audits including PITA, CITA, GST, export/import duty and payroll taxes, including correspondence and appeals.
- To develop a close working relationship with the Malaysian tax office, to support corporate compliance in all Malaysian tax matters.
- To calculate the Malaysian tax accounting provisions for the Group and legal entity financial statements, including reconciliations and analyses.
- To support the payroll function, ensuring all social taxes for national and expats are accurate.
- Advise other functions on Malaysian and Malaysian cross border tax impacts including procurement, legal, planning, HR, and business development.
- Appoint and liaise with tax advisors when require for non-routine tax work.
- To ensure all transfer pricing documentation is compliant with regulations and maximises cost allocations.
- Liaise with joint venture partners on tax related issues.

5. POSITION HOLDER REQUIREMENTS

Formal qualifications	<ul style="list-style-type: none"> • University degree • Professional accounting qualification sought, but not absolutely essential
Experience, Skills and Knowledge	<ul style="list-style-type: none"> • Minimum 10 years' experience as an oil and gas tax manager • Detailed knowledge of Malaysian taxes including PITA, CITA, GST and supplementary payments. • Experience and knowledge of PSC's and joint venture accounting. • Tax accounting and deferred tax knowledge is essential. • Experience for working for a foreign oil company with remote head office and group finance departments.
Candidate Profile	<ul style="list-style-type: none"> • Independent and able to work on their own. • Strong analytical, planning and problem-solving skills. • Flexible and adaptable to changing work priorities and able to deliver high quality, accurate work. • Very strong attention to detail



	<ul style="list-style-type: none">• Ability to analyse complex financial data and present clear and accurate reports.• Results driven with the ability to meet strict deadlines.• Excellent communication and interpersonal skills• Self-motivated, ability to work on own initiative.• Strategic thinker• Team Player
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If you are interested, please submit your CV to: KLcareers@jadestone-energy.com