



JOB DESCRIPTION

1. Job Title: **Group Tax & Legal Associate Director / Director**

2. Dept. Name: Finance

Functional Area:	Reports To:	SVP Finance	
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3. Job Summary:

- Optimization of Taxation in Group and associated companies and subsidiaries including USA, UK, China, Germany, UAE and others as required by expansion.
- Development of standard contract terms and implementation to all partners/service providers.
- Support of New business development.
- Oversight of compliance to organizations contracts and agreements.
- Board support and Company Secretarial compliance.

4. Authority Assignment: During periods of absence the SVP Finance has the authority to act on behalf of this individual in any and all matters

5. Duties/Responsibilities:

Optimization of all areas of Taxation within and between all companies within the SDL Audit and Taxation group, including Power Skylines Ltd and Dangan Hill Ltd, including but not limited to:

- Payroll taxes.
- VAT
- Corporation Tax
 - o Knowledge Development Box applications and Revenue audit management.
- Close company surcharges.
- Distributions and the impacts on shareholders.
- Tactical and strategic Tax planning of all related parties.

Implementation of best practices with regards to Directors compliance in the SDL group of companies including internal audit of processes relating to tax credits and claims.

Support to the SVP Finance on Company secretarial items and co-ordination of same with the board, the company secretary, the CRO and advisors.

Adherence to all aspects of Company law on the companies within the group and related companies.

Incorporation of Subsidiaries and related agreements within the group including transfer pricing and compliance to the substance of those agreements.

Development of standard contract terms and implementation to all partners/service providers.

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Support of New business development.

Oversight of compliance to organizations contracts and agreements

Other ad hoc duties as required.

6. Education/Experience:

5 years post qualified Chartered Tax accountant (CTA) with Legal exposure on contract negotiation.

Alternatively, 5 year post qualified solicitor with exposure to Tax.

Experience in the main aspects of the duties and responsibilities in the role.

7. Specific Requirements:

Flexibility in working hours to meet deadlines and during audits.

Applications should be directed to the following location:

<https://aerogenltd.peoplehr.net/Pages/JobBoard/Opening.aspx?v=657d92fa-8427-4ba8-bade-7171dee5a063>