

Statutory Reporting Manager

About the role

Role Title	Statutory Reporting Manager
Business Services Function	Finance
Role Type	Full-time, Permanent
Location	Riyadh, Kingdom of Saudi Arabia (KSA)
Role purpose	<p>We are looking for an experienced Statutory Reporting Manager to join our Finance team and manage the Firm's requirement to comply with the Kingdom's statutory reporting and tax compliance requirements. Whilst the main focus will centre around tax and compliance, the position will also include other finance related work.</p> <p>This position will be a member of the Finance team, currently 5 persons. Collectively the team are responsible for the managing the Firm's finance and operations.</p>
Main responsibilities	<ul style="list-style-type: none">▪ Deliver a full range of tax services in compliance with the Kingdom's laws and regulations▪ Prepare, review and submit complex statutory tax returns and other reports as required both nationally and internally (i.e. VAT, WHT and Zakat)▪ Provide innovative tax planning and manage tax compliance process▪ Plan for and develop overall return calendar and coordinate timing and inputs with finance team▪ Prepare, review and submit statutory financial statements and manage its audit annually▪ Manage and coordinate statutory and tax audits, handle data requests and prepare responses to tax authorities▪ Monitor legislative and regulatory tax law developments from GAZT, communicate the effects of these developments to management and the finance team and create strategies to capitalize on changes to taxation legislation▪ Maintain effective control procedures over all aspects of the tax process and improve tax processes by developing and implementing best practices▪ Provide support and coordinate updates to the finance team regarding tax inquiries and its application to business activities▪ Identify and mitigate tax risks▪ Review firm agreements and its impact on tax commitments

- Support and / or work with Finance colleagues on any other Finance related projects as required to ensure the smooth operations of the function

Travel requirements

NA

About the team

Function

The Finance function provides the following services to the Firm:

- Supporting strategic decision-making from a financial and business perspective
- Managing cash-flow, including accounts payable, credit checks, billing and collections
- Ensuring Firm-wide purchasing excellence and efficiency
- Financial reporting, budgets and forecasts
- Securing financing across the global Firm

You will report to

- Chief Financial Officer

Key relationships

- Members of the finance team, management team, tax consultants, GAZT tax team

About the candidate

Technical skills, qualifications and experience

- Proven work experience, ideally 6+ years, at a reputable accounting firm in the Kingdom.
- Excellent knowledge of the Kingdom's tax compliance regulations and reporting requirements and ongoing changes to same
- Excellent Arabic-English communication skills (fluency in reading, writing, speaking and ability to translate and/or review translations).
- High quality work standards and high attention to detail
- Strong leadership and personnel management skills
- Respects and enjoys the diversity of cultural, social and academic backgrounds found in the Firm
- Initiative and proactivity
- ACCA / CIMA / ACA qualifications and / or a degree in finance, economics, accounting, mathematics or business studies
- Highly collaborative with the ability to work as part of a team with a flexible & helpful approach to work
- Highly motivated & resilient

Personal qualities

These personal qualities represent the shared characteristics of high performers within the Firm.

Know How

- Keeps across key developments in all relevant areas and demonstrates the ability to develop substantive authority in relation to the Firm's specialist fields
- Demonstrates the ability to identify the real issue, and to anticipate requirements and potential consequences; distills a range of possibilities by thinking in a considered, prudent manner
- Able to move through a variety of tasks requiring different approaches, knowledge, and expertise, with agility of mind and capacity for analysis and synthesis

Dedication

- Driven by a strong personal sense of integrity and upholds exemplary quality standards
- Prepares thoroughly, takes responsibility, uses initiative and is self reliant to ensure work progresses to the fullest extent possible
- Hardworking and diligent with a keen understanding of client demands
- Demonstrates composure when dealing with difficult situations

Personal Impact

- Creates a positive impression at all times; develops relationships through collaboration and reciprocity
- Negotiates to achieve outcomes that are mutually satisfactory; shows good judgement on when to stand strong and when to compromise
- Invests in, nurtures and builds a network of productive relationships

Humanity

- Respectful to others, regardless of their position, and earns the respect of others by being transparent
- Has care and concern for others and a genuine interest in others as people
- Treats delicate or confidential issues with grace and discretion

About Legal Advisors

Legal Advisors, Abdulaziz Alajlan & Partners is a fully established Saudi firm that works in association with the global firm Baker McKenzie, providing comprehensive advice and supporting all types of cross-border transactions such as multinational mergers and acquisitions, capital market transactions, corporate and commercial matters, international finance and complex multi-jurisdictional litigation.

We can offer you the work, pride and experience of being part of a leading law firm in an environment that is hardworking, friendly and supportive.

To Apply

Legal Advisors.

Abdulaziz Alajlan & Partners
in association with Baker & McKenzie Limited

At Legal Advisors, Abdulaziz Alajlan & Partners we welcome direct applications.

To send your resume or for more information about this position or to discuss any adjustments you may require during the process please use this email; Careers.SaudiArabia@legal-advisors.com

NO AGENCIES PLEASE

Please note Legal Advisors, Abdulaziz Alajlan & Partners does not accept unsolicited CVs.