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| Role Profile Title: | | |  | | Job Code: |  |
| Job Title:  (for use when creating an individual job description) | | | **Tax Accountant** | | | |
| Job Family: | | | **Finance & Internal Audit** | | LAL Level: | **4** |
| Position Reports to: | | | **Senior Tax Accountant / Tax Manager** | | | |
| BU / Project / Dept.: | | | **SEAC/Corporate/Finance** | | | |
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| **LEIGHTON ASIA** | | | | | | |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative, and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. | | | | | | |
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| **PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)** | | | | | | |
| The purpose of this role is to ensure accurate tax reporting and compliance by analyzing and reconciling tax-related data from various sources for a defined period. This includes identifying discrepancies in tax liabilities, preparing detailed reports for the Bureau of Internal Revenue (BIR) and other authorities, and collaborating with the tax team to communicate findings and resolve issues. The role is essential in supporting the company’s adherence to Philippine tax laws and regulations. This position will be aligned with the company's needs and may conclude based on future requirements. | | | | | | |
| **Key working relationships** *(Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)* | | | | | | |
| **PRIMARY AUDIENCE (Internal)** | | | | **PRIMARY AUDIENCE (External)** | | |
| * Finance teams (Corporate, BU or Project as appropriate) * BU Finance team * BU teams * LHL Finance team * Colleagues in other departments | | | | * Auditors * Tax consultant * Regulators / Government Units | | |
| **Qualification, Experience and Skills** *(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)* | | | | | | |
| **QUALIFICATIONS** | | | | **EXPERIENCE** | | |
| * Degree in Accountancy * Preferably Certified Public Accountant (CPA) but not required | | | | * Minimum of 2 years of experience in tax filings and reconciliation, accounting, or financial reporting, preferably with a focus on Philippine tax regulations. * Strong analytical and problem-solving skills. * Exceptional attention to detail and accuracy. * Excellent communication and interpersonal skills. * Ability to work both independently and collaboratively within a team. | | |
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| **BEHAVIOURAL SKILLS** | | | | | | |
| (Refer to Knowledge: Leadership Capabilities / Behavioral Expectations for the descriptions of behavioural skills for the role) | | | | | | |
| **Key Accountabilities** *(List all areas of responsibilities, with key tasks and performance metrics defined)* | | | | | | |
| **KEY ACCOUNTABILITIES** | | **KEY TASKS & PERFORMANCE INDICATORS** | | | | |
| Tax Reporting and Compliance | | ***Tasks:***   * Analyze and compare tax-related data from various sources, including the general ledger, tax returns (BIR Forms), and supporting documentation. Identify discrepancies, investigate their root causes and provide explanation on the noted differences. This includes reconciling VAT, income tax, and other relevant tax liabilities. The role will focus on tax reconciliation for the years 2021 to 2024. * Compile and prepare reports and documentation related to tax reconciliation. This may involve preparing reports for the Bureau of Internal Revenue (BIR) and other relevant authorities. * Assist the tax team on the communication of the findings, exchange information, and collaborate on resolving tax-related issues. * Assist in ensuring the company's compliance with all relevant Philippine tax laws and regulations. This includes understanding and adhering to specific requirements for withholding taxes, value-added tax (VAT), and other applicable taxes. This position will be aligned with the company's needs and may conclude based on future requirements.   ***Performance Indicators:***   * No penalty charges incurred for late or incorrect filing * No penalties, surcharges are assessed due to erroneous application of tax rules and regulations. | | | | |
| External Audit | | ***Tasks:***   * Collaborates with the auditors to ensure a clean and timely audit * Reviews and analyses documents required by the auditors and responds to all related queries   ***Performance Indicators:***   * Timely filing and payment of ITR on or before April 15 * Timely filing of Audited Financial Statements with SEC based on the published deadlines. | | | | |
| **Agreed By** (please signwhen agreeing on this job description)**:** | | | | | | |
|  | **Name** | | | **Signature** | | **Date** |
| Employee: |  | | |  | |  |
| Manager: |  | | |  | |  |