



# **Interflour Group**

## **Job Description**



## Job Description

<b>JOB TITLE</b>	
Tax Manager	
<b>DEPARTMENT / UNIT / COUNTRY</b>	
Finance/IFV-IFDN-IMV-CIT/Vietnam	
<b>REPORTING TO</b>	
CFO & Group Tax Director	
<b>Role</b>	
<ul style="list-style-type: none"> <li>• Tax Manager will be in charge of setting and communicating tax risk strategy and tax policies across all the business units of Interflour Group in Vietnam; necessary government tax documents to ensure these are completely accurate; and providing solutions to any tax-related issues that arise as well as act as trusted advisor to senior management within the business.</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	
<b>Education / Experience</b>	<ul style="list-style-type: none"> <li>• University degree or above, major in Finance/Accounting/Auditing</li> <li>• Over 3 years of experience at the same position (Tax Manager)</li> </ul>
<b>Specific Skills (Knowledge, skills and abilities)</b>	<p><b>Functional skills:</b></p> <ul style="list-style-type: none"> <li>• English proficiency</li> <li>• Good computer literacy (MS office)</li> <li>• Experience in dealing with Tax Authority</li> <li>• Strong problem solving and analytical skills</li> <li>• Preferred with SAP experience</li> <li>• In process or completion of ACCA/ CPA is an advantage</li> </ul>

**AREAS OF RESPONSIBILITY (AOR)**

**Header**

**Definition**

**IN ORDER TO, what results**

**Tax Planning & Management**

- Managing compliance with tax regulation and deliver tax value
- Exposure to a broad range of tax issues across industry groups
- Review non-deductible expenses to reduce them
- Identify factors that may lead to tax risks; review previous tax audit points to ensure they don't repeat.
- Personal income tax planning, where applicable
- Carryout research on new tax laws and trends
- Liaise with Tax Offices and supports Accountant in charge of Tax to solve problem if any.
- Advise the business on strategic tax risk issues and ensuring compliance with tax law.

**Document Review for Tax Compliance**

- Work with consultant on the pricing policy documentation which savings to Company
- Ensure proper documentation is retained for the imports of equipment in the mill expansion project to avoid exposure during customs audits.
- Review and improve the process of applying for import duty refunds.
- Review the documentation to ensure any negative exposures are minimized

**Ad-hocs**

- As assigned by CFO Vietnam or Group Tax Director