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1. JOB DETAILS

Job Title:	Insurance & Tax Officer	Job Grade:	TBD
Reports to:	Insurance & Tax Section Head		
Department:	Finance		
Section:	Insurance and Tax		
Location:	Siba, Basra, Iraq		

2. JOB OBJECTIVE

To assist and support the Insurance & Tax Section Head in managing Insurance & tax exposure for Siba operations and maintaining sound relationship with Insurance companies & Tax Authorities in accordance to KE's policies and procedures.

3. JOB DIMENSIONS

Number of staff supervised:	Direct Reports:	0
	Total:	0

4. KEY ACCOUNTABILITIES

Description
People Management <ul style="list-style-type: none"> Currently no direct staff supervision, to ensure that interactions with user dept and budget holders is carried out in an efficient and effective manner, in line with sections policies and procedures & Asset's expectations.
Insurance <ul style="list-style-type: none"> Support the preparation inputs for arranging optimal insurance policy for Asset. Ensure cost-effective coverage, terms and conditions across insurance policies. Support the Section Head in Management of Asset wide insurance matters including reviewing operations, identifying gaps, and recommending new coverages as & when needed. Coordination of all insurance and risk related requests from stakeholders, including Legal, Finance, Human Resources, Operations, Drilling, Internal Audit and Head Office and JV Partners, BOC. Supporting the Section Head in the Management of external partner relationships, including insurance brokers, third-party administrators and main and local Iraq insurance companies. Reviews contracts and agreements for insurance provisions to ensure compliance with local law and best practices and identify risk management concerns. Identify and prepare inputs for Asset's risk exposure and arrange periodical review / risk assessment to ensure they are consistent with best practices. Coordinate with Insurance broker on the settlement of insurance claims with insurers. Supporting & coordinating appropriate workshops/training sessions through Insurance Broker to educate the Company's staff, BOC, Partners (as may be required) about insurance and risk related matters per policies and coverages in place for the Siba asset.
Taxation <ul style="list-style-type: none"> Actively identifying tax risks and opportunities in existing or new business transactions. Reviewing all corporate tax filings.

- Support all indirect tax activities including implementation and maintenance of indirect tax best practices with the assistance of internal staff and external resources.
- Support the Section Head to manage internal and external resources to complete timely filing of all returns for vendor WHT, payroll WHT, annual returns and GCT liasons.
- Maintain tax calendars and reminders for compliances.
- Support timely, comprehensive indirect tax advice, support & training for internal business units.
- Complying with the requirements of local tax laws.
- Liaison with Tax Consultants as may be required for supporting all tax related issues.
- Ensure accurate and timely data preparation for all reporting obligations and post approvals the submission of all relevant reports to tax authorities.
- Independently extracting and collating information from Financial systems for filing various returns under GCT.
- Independently ensuring that the taxes are paid, and returns are filed within the Statutory due dates.
- Keeping abreast of the recent developments in law and updating the team on amendments which will impact business.

Other tasks

- Support the Internal Audit team in local BOC cost recovery audits.

Policies, Systems, Processes and Procedures

- Contribute to the identification of opportunities for the continuous improvement of systems, processes and practices to increase productivity and operational efficiency.
- Implement all relevant policies, processes, procedures and instructions so that work is carried out in a controlled and consistent manner.

Health, Security, Safety and Environment.

- Follow all relevant company's health, security, safety and environmental policies, processes, procedures and instructions to ensure Health and Safety compliance in all aspects of work by applying them on self, others and corporate assets.

5. COMMUNICATIONS & WORKING RELATIONSHIPS
Internal:

- General Managers, Dept Managers, Budget Holders
- Asset teams technical and non technical
- Legal
- Internal Auditors
- CPL

External:

- BOC
- Government Agencies
- Tax Authorities
- Tax Consultant
- External Auditors
- Insurance brokers

6. DECISION MAKING AUTHORITY



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- Key decisions having significant impact on insurance & tax related matters are referred to Section Head Insurance & Tax for approval before implementation.

7. QUALIFICATIONS, EXPERIENCE & SKILLS

Minimum Qualifications:

- A master's degree in Accounts/finance/management or CA/CPA qualification or equivalent.

Minimum Experience:

- 5 years of accounting experience in the Oil and Gas industry

Job-Specific Skills:

- Advanced financial analysis skills
- Knowledge and understanding of Asset and Group's financial policies and regulations
- Knowledge and understanding of local regulatory policies
- Excellent communication skills
- Coaching and mentoring skills
- Good attention to detail
- Excellent analytical capabilities and problem-solving abilities

8. APPROVALS

Line Manager (Dept. Manager / Section Head)

Signature

Date

Human Resources:

Signature

Date