

Governance and Tax Senior

Job Description



The Governance and Tax Senior within the Malta Institute of Accountants (“the Institute”) will report to the Technical Manager. The job entails the following duties:

1. Conducting research and be alert for local and international developments pertinent to the Profession on areas pertaining to Ethics, Direct and Indirect Taxation, and Digital related matters, and update the Institute’s members accordingly;
2. Coordinate and contribute to the writing of papers and guidance that would need to be issued to the Institute’s members on technical focus areas;
3. Maintaining relevant e-library sections on the Institute’s website;
4. Contributing to the Institute’s publications, including the periodic journal and newsletter;
5. Handling queries received from Members and other organisations seeking guidance or feedback;
6. Participating in the formulation of the Institute’s Continuous Professional Education Programme;
7. Preparing presentations and speaking at the Institute’s events, including CPE events, conferences and information sessions, as required;
8. Participating in training and other initiatives organised by the Institute, as required;
9. Be the Institute’s Representative for the respective Committees on the subject-areas, including ethics, direct taxation, indirect taxation and digital, and liaise and coordinate with other Committees as necessary;
10. Attending meetings held by the Institute’s Council, Committees and working groups, as required;
11. Supporting Council and the CEO as necessary to enable them to meet their objectives;
12. Representing the Institute during working groups of Accountancy Europe, IFAC and/or other national and/or international institutions, as required;
13. Representing and promoting the Institute and the profession as directed, including addressing various national and/or international fora, as required;
14. Representing the Institute during exhibitions and other events organised either by the Institute or by other organisations/institutions, as required;
15. Attending technical meetings with relevant competent authorities as directed;
16. Contributing to and assisting in the preparation of the Institute’s Annual Report;
17. Liaising with other Institute’s employee and representatives to enable the Institute to meet its objectives; and
18. Carrying out any other work as may be requested by the employer.

Applications, accompanied by a detailed CV, are to be submitted to azammit@miamalta.org.
All applications will be treated in the strictest of confidence.