

Governance and Tax Senior

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:

- 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;
- Writing papers and guidance that would need to be issued to the Institute’s members on technical focus areas;
- Maintaining relevant e-library sections on the Institute’s website;
- Sending regular technical updates to the Institute’s members and offer guidance;
- Contributing to the Institute’s publications, including the periodic journal and newsletter;
- Handling queries received from Members and other organisations seeking guidance or feedback;
- Participating in the formulation of the Institute’s Continuous Professional Education Programme;
- Preparing presentations and speaking at the Institute’s events, including CPE events, conferences and information sessions, as required;
- Participating in training and other initiatives organised by the Institute, as required;
- 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;
- Attending meetings held by the Institute’s Council, Committees and working groups, as required;
- Supporting Council and the CEO as necessary to enable them to meet their objectives;
- Representing the Institute during working groups of Accountancy Europe, IFAC and/or other national and/or international institutions, as required;
- Representing and promoting the Institute and the profession as directed, including addressing various national and/or international fora, as required;

- Representing the Institute during exhibitions and other events organised either by the Institute or by other organisations/institutions, as required;
- Attending technical meetings with relevant competent authorities as directed;
- Contributing to and assisting in the preparation of the Institute's Annual Report;
- Liaising with other Institute's employee and representatives to enable the Institute to meet its objectives; and
- 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.