

Finance Specialist

Chevron Pakistan Lubricants Pvt Ltd. has a vacancy of Finance Specialist at their Karachi Office. Below is a brief description of the job:

Key Job Responsibilities (Includes but not limited to):

Statutory Reporting:

Liaison with External Auditors for preparation of statutory accounts and to provide expert input on complex areas

Perform year end closing adjustments:

Prepare the Management Statutory accounts for dividends declaration.

Corporate Affairs:

Assisting Company Secretary in ensuring compliance with all Company's law requirements as applicable to Chevron.

Withholding Taxes

Prepare and ensure:

- Weekly payment of Income tax withholding from vendors including uploading of vendor information on FBR e-portal.
- Timely submission of Statements of Income tax withholding including reporting of Exempt payments.
- Timely provision of tax certificates to Customers/ Vendors.

Handling Tax Notices/Audits

Assist in preparation of responses including all workings to defend the interest of Chevron and minimize exposure

Sales Tax

Contribute to ensure timely and correct submission of sales tax including e-filing of Federal and Provincial returns:

Tax Advisory and Engagement Planning

- Handle queries from across the board from Customers, Vendors, Finance, Business unit, Auditor's and Govt. on a regular basis to satisfy all stakeholder needs relevant to the tax area.
- Advice Business Units to ensure compliance with the laws, especially for new business deals /scenarios.

Advance Income Tax and Filing of Annual Income Tax Returns

Ensure timely submission of Income tax return of Chevron Pakistan Lubricants (Pvt) Limited including:

- Manage the collection and analysis of data from internal users and liaison with Vendors / Customers where required to collect all the supporting documents;
- Coordinate with Tax Consultants to prepare income tax returns, supporting schedules and workings

Tax Planning & Process Improvement to reduce Tax Exposure

- Work on Improvement of Business Processes by regular engagement with all relevant stake holders.
- Ensure effective communication and collaboration with stakeholders across the board involving business, regional and global teams, consultants etc for positive change management.

Interested candidates may apply at MUMA@chevron.com by 22-July-19.