

Position title:	Tax Analyst
Department:	Finance
Team:	Financial Control
Reports to:	Tax Manager
Direct reports:	None
Location:	Melbourne
Document review date:	April 2024

### Role overview

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The purpose of this role is to assist in establishing the tax function in a rapidly expanding organisation whilst also building reputation as a solid team player. It is an opportunity to play a critical role within a leading Australian renewables business to help drive the energy transition in Australia. This role provides exposure to tax compliance and reporting, tax planning and advisory aspect for the business. This role is responsible for ensuring compliance with the current tax laws and regulations and contribute to the enhancement of function over time.

The role sits within the Financial Control team and reports to the Tax Manager. The Financial Control team's core purpose is to provide reliable, relevant, and efficient reporting to stakeholders; manage the day-to-day finances within the business; partner with business stakeholders to deliver the organisation's strategy and support business development and strategic initiatives.

### Key accountabilities

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The key accountabilities may include (but are not limited to):

#### Tax compliance and reporting

- Prepare monthly, quarterly and annual tax reporting obligations.
- Conduct regular reviews and maintain documentation to support tax positions.
- Prepare and reconcile monthly and quarterly Business Activity Statements (BASs) including the reconciliation of the GST accounts.
- Maintain compliance calendar, register and records for tax registration and grouping.
- Prepare internal income tax reporting requirements and reconciliations.
- Prepare and reconcile FBT returns along with external advisors to ensure timely and accurate filing in Australia.
- Prepare and reconcile annual distribution statements and income tax returns along with external advisors to ensure timely and accurate filing in Australia.
- Ensure that all reporting and compliance requirements are met accurately and on time.
- Assist in preparing ad hoc reports in relation to tax matters as appropriate.

#### Tax planning and tax risk management

- Prepare information data requests from the business or teams or external parties.
- Research and analyse tax issues and develop initial strategies for recommendations.
- Prepare and respond to tax reviews and audits.
- Assist with ad-hoc tax advisory matters and projects.
- Provide tax support to the broader business.
- Identify and support process improvement projects to ensure effective and efficient management of resources for the team.

- Monitor developments in tax legislation.
- Prepare relevant documents for tax processes and procedures to help improve tax governance framework.

### Key relationships

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This role will work closely with:

#### Tilt Renewables stakeholders:

- Finance, Corporate Finance, Legal, Development, Delivery, Operations
- Senior Leadership Teams

#### External stakeholders

- Investor tax specialist teams/fund managers
- External advisors

### Skills and experience

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- Minimum of 3 years of working experience in tax compliance and advisory roles in Australia
- Experience in tax advisory, transactions and compliance or similar professional service or corporate role.
- Able to navigate complex tax scenarios and provide risk-based solutions.
- Intermediate to advanced proficiency with Microsoft Excel, Word, PowerPoint, and Outlook.
- Technical proficiency with Microsoft Office products.
- Experience with ERPs, tax software and energy industry is preferred but not essential.

### Qualifications

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- Tertiary qualification in a Business or Finance degree equivalent.
- CA or CPA equivalent qualified or working towards qualification.

### Key competencies and capabilities

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#### Business capabilities

- High attention to detail
- Strong communication and interpersonal skills to maintain positive relationships with stakeholders and wider Finance team.
- Strong time management skills to multi-task, work well under pressure and meet deadlines.
- Employ high analytical and problem-solving skills.
- Ability to assess risks and formulate action points to drive results.
- Evaluate data and information, apply critical thinking to solve problems, make decisions and exercise good judgment in complex organisational situations.
- Forward thinking to identify inefficiencies and execute policies and procedures.
- Excellent work ethic with the ability to self-manage workload.
- Able to challenge status quo and propose and implement improvements.

#### Behavioural competencies

- Team player
- Keen learner
- Ensures accountability and develop trust

- Disciplined and proactive
- Exercise confidentiality and due care
- Have a high level of motivation and professionalism.
- Creative and innovative

### About Tilt Renewables

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Tilt Renewables aims to be the leading developer, owner and manager of renewable energy generation assets in Australia. With 1.7 GW of Operational Assets and a pipeline of over 5GW we are well positioned to achieve this.

We are proudly Australian with strong brand recognition known for developing and operating, high quality assets in Australia with a long-term owner's perspective. With a significant pipeline of development opportunities, we have an appetite for growth.

Our approach is to adopt a pragmatic view of the development, asset operation and energy market functions focussed on optimising customer, investor, employee and community outcomes. This requires agile and effective decision making and outstanding execution of opportunities.

Credibility in the eyes of our investment stakeholders as well as strong relationships with our customers, key suppliers, contractors and the communities we operate in are critical to Tilt Renewables' success. Tilt Renewables has corporate offices in Melbourne and Sydney and a rapidly growing capable team of approximately 100 employees who are able to apply themselves to any issue or opportunity, regardless of functional structure.

We are committed to a customer centric renewable energy solution, building on our enviable track-record, experience, and reputation.

### Our Vision

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Our vision ***to drive the transition to renewables through everything we do*** focuses on us helping create the world we want to be part of and to look for those opportunities in everything we do.

### Our Values

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Developed by our team to reflect what matters most to us, our values are simple, unequivocal, and focused on how we generate a difference – for our business, for our people, for our investors and for the communities we work with.

**We are People Powered | We Get It Done | We Lead**

### Our Investors

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Tilt Renewables has three key investors:

- Future Fund (40%)
- QIC (40%); and
- AGL (20%)