

Business Support Manager -Process Checker at Diageo

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Diageo is the world's leading premium drinks company, a business built on the principles and foundations laid by the giants of our industry.

Leadership Responsibilities:

Spearhead in-depth reviews of all business processes to champion tax compliance across the organization.

Act as a link between business processes and tax compliance across various functions in the organization.

Attend control meetings across various functions to advocate for tax compliance in all business processes.

Purpose of Role

Regular review of processes to check compliance with tax laws and regulations. This will enhance compliance across all business processes within the organization and promote Diageo's compliance with all Laws and Regulations

Role Responsibilities

Review of processes across the various functions to check for compliance with Laws and Regulations.

Propose remedial measures to mitigate any risks arising from the process reviews

Mobilize teams from various functions to address any identified gaps

Attend functional control meetings and follow-up on any action points arising from process reviews

Conduct trainings across various functions on gaps identified and proposed remedial measures

Prepare updates on the reviews and outcomes thereon for reporting to Executive Directors

Qualifications and Experience Required

Qualifications

Degree in Finance Course or equivalent

Certified Public Accountant of Kenya or ACCA Equivalent or tax certification (KESRA or ADIT)

Experience

At least 5 years post qualification experience within finance function in a fast paced environment preferably for an FMCG/multinational/ manufacturer

In-depth knowledge of business structures and processes

Finance and relevant Tax knowledge (Customs and Excise)

Sound judgement regarding acceptable levels of tax risk

Person Specification:

Excellent communication and reporting skills (verbal and in writing)

Planning & analytical skills

Negotiating and influencing skills

Proactive, cooperative, and supportive team player

Proven ability to persuade, influence and build credibility across the functions.

Ability to work autonomously and engage cross-functionally

Commercially aware and articulate

Analytical and logical

Ability to manage projects, prioritize and work to deadlines

Flexible and able to adapt readily to a changing environment

Excellent Microsoft Excel and Financial Modelling skills.

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