



**Position Description**

**Position Title:** Tax Manager  
**Department:** Finance  
**Reports To (Functional Title):** Director of Tax  
**Date:** July 2019

**BASIC PURPOSE/FUNCTION:**

The Tax Manager will support the Director of Tax in all facets of the company’s tax function. Responsibilities include income tax accounting, compliance, planning, research, and projects. The Tax Manager position requires a tax professional with intellectual curiosity, who is comfortable contributing ideas and possesses a strong sense of pride in their work.

BrightSphere Investment Group Inc. (“BSIG”) is a publicly traded company (NYSE: BSIG). Accordingly, strong working knowledge of income tax accounting under US GAAP standards is required. The investment management operations of BSIG are conducted in partnerships. Therefore, a candidate’s experience ideally includes a concentration in partnership taxation.

The Tax Manager must have excellent writing and organization skills, flexibility and proactive multi-tasking skills, issue recognition and the ability to set and meet deadlines. This position provides a challenging opportunity for a tax professional who is interested in continuing to expand their knowledge and hands on participation in all duties and responsibilities. This opportunity offers the right person a well-balanced work/life schedule. BSIG provides a professional work environment and an opportunity to contribute to a successful international business.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

**% of Time**

- |  |     |
|--|-----|
| <p>1. Income tax accounting – The preparation of quarterly and annual tax provisions for the public company in accordance with US GAAP standards &amp; ASC 740 (FAS 109) and for foreign subsidiaries in accordance with IFRS standards &amp; IAS 12, including coordination and communication with external auditors. Maintenance of deferred tax assets and liabilities, tax reserves and general ledger tax accounts. Prepare financial statement tax footnotes and disclosures for inclusion in external reporting materials and filings. Maintain current knowledge of income tax pronouncements and how they impact the company.</p> | 45% |
| <p>2. Federal &amp; State compliance and Country by Country reporting – Preparation of workpapers and oversight of compliance activities in support of income/franchise tax returns for the US group and the domestic subsidiaries. Information reporting for international subsidiaries, quarterly estimated taxes, extensions and FBARs. Organize, document and respond to notices and audit inquiries as appropriate.</p> <p>A strong working knowledge of corporation and partnership taxation is required.</p>  | 30% |
| <p>3. Forecasting, internal controls, transfer pricing, special projects, research and planning for the US group and foreign subsidiaries. Support all acquisition and divestiture activities. Maintain current knowledge of tax law changes and how they impact the company.</p>  | 25% |

**Total:** 100%

The preceding Position Description has been designed to indicate the general nature and level of work performed by employees within this qualification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.



# BRIGHTSPHERE

Investment Group

**Position Title:** Tax Manager

**EDUCATIONAL REQUIREMENTS:**

- |   |   |
|---|---|
| <input type="checkbox"/> High School Diploma or GED     | <input type="checkbox"/> Masters Degree                                 |
| <input type="checkbox"/> Associate or Technical Degree: | <input type="checkbox"/> Doctorate: Degree                              |
| <input checked="" type="checkbox"/> Bachelor Degree:    | <input checked="" type="checkbox"/> Certificate/License: CPA and/or MST |

**PRIOR WORK EXPERIENCE REQUIRED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Less than 1 Year | <input checked="" type="checkbox"/> 5 to 8 Years – Big 4 experience a plus |
| <input type="checkbox"/> 1 to 3 Years     | <input type="checkbox"/> 8 to 10 Years                                     |
| <input type="checkbox"/> 3 to 5 Years     | <input type="checkbox"/> 10 Years or More                                  |

**NECESSARY SKILL SET:**

1. Strong technical tax skills in: income tax accounting, corporate taxation, and partnership taxation.
2. Excellent writing and organization skills and hands on participation in all duties and responsibilities.
3. Flexibility and proactive multi-tasking skills, issue recognition and the ability to set and meet deadlines.
4. A Bachelor Degree in accounting is preferred.