



**Profile for the position of  
Tax Manager – returning to Singapore  
at Sheltons Singapore  
(Location: Sydney CBD/London then Singapore CBD)**

Sheltons are Accountants & Business Advisers to businesses expanding internationally

We are now starting up in Singapore – would you like to join us?

We offer a rare opportunity to grow and develop, with rapid advancement, working within a small team looking after internationally operating clients, based in modern central offices.

This role really suit individuals who yearn to be regularly challenged and work in a globally centric environment

See also 'Appendix – what we offer', also explaining where Sydney/London fits in

**Positions**

- Tax Manager (Singapore qualified)
- Competitive salary, above current market rates

**When and where**

- Commencement – ASAP
- Sydney/London – for 1-3 months then Singapore CBD

**Sydney/London then Singapore**

- We are looking for someone living in Sydney or London
- You would start in our Sydney office or London office
- We would consider any period from 1 to 3 months there
- You would then return to Singapore, as one of the very first employees in our forthcoming office there
- You would report to senior management in the Sydney office and later also to the Singaporean office head (to be employed)
- We offer SGD 5,000 in financial assistance with your return to Singapore
- We offer 5 days paid leave to facilitate your return to Singapore

## Role

The role involves:

- Providing tax advice to overseas businesses with operations in Singapore and those who plan to set up operations in Singapore
- Supervising tax compliance services
- Supervising payroll administration
- Managing (with senior colleagues in the Sydney office) a specific portfolio of clients and liaising with them on a regular basis
- Significant client responsibility and interaction
- Acting as director and company secretary of selected clients' Singaporean companies

As you develop you would

- Assist with recruitment - building the tax team
- Supervise tax and other staff
- Assist with bringing in new clients (using leads generated by Sheltons) including preparing fee proposals and engagement letters

In due course you would support an Office Head (experienced accountant/tax adviser to be employed to be in charge of the office) – potentially as second in charge / back up to the Office Head

## Professional characteristics

- Essential. You must:
  - be a recognised tax professional – preferably a member of the Singapore Chartered Tax Professionals ('SCTP')
  - have recent experience with a Singaporean accounting firm (minimum 4 years)
  - have at least 3 years full-time Singaporean company tax experience in a professional adviser role (i.e. with an accounting firm, corporate services provider, etc)
  - excellent written and spoken English
  - excellent relevant IT skills
  - proven skills in client management and staff supervision
- An advantage if you:
  - are a Chartered Accountant (CA) and a member of the Institute of Singapore Chartered Accountants ('ISCA').
  - speak another major language
  - have international client exposure

## Personal characteristics

- Self-directed, organised and process driven
- Analytical, empathic and enjoys collaborating
- Mature interpersonal skills and life long learner

## What we offer

- An exciting position with an intimate, dynamic, globally-orientated firm
- Clear opportunities for diverse experiences including taking a strong leadership role
- An opportunity to significantly develop your professional skills and network
- Close interaction overseas-based head offices and with colleagues in offices abroad
- The possibility of a secondment to an office overseas

## About Sheltons Accountants and Sheltons Group

[www.SheltonsGroup.com](http://www.SheltonsGroup.com)

Sheltons Group is an accounting and business advisory firm. We are very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs.

We currently specialise in working with foreign businesses coming into the countries where we have offices, mostly from Western European countries and North America, but will soon commence assisting Australian and UK-based businesses investing abroad. We cover a wide range of areas for our niche target group.

Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms. We have offices in Sydney, Copenhagen (since 1995), Malta and London – and soon Milan and in other cities/countries.

## Contact and applications

If this role sounds like you, please submit your cover letter and CV to:

Ned Shelton, cc Lucy Beard

[N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)

[L.Beard@SheltonsGroup.com](mailto:L.Beard@SheltonsGroup.com)

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

**Please see the Appendix for further details of what we offer.**

## Appendix – what we offer

### **Profile for the position of Tax Manager – returning to Singapore at Sheltons Singapore (Location: Sydney CBD/London then Singapore CBD)**

Being one of the very first employees in the forthcoming Singapore office, working with us in our Sydney office or London office for a period would enable you to gain a good understanding of our systems and processes, and of how we work, and would give you a chance to work closely with your Sydney office or London office colleagues.

Our expectation is to employ someone who already has accommodation in Sydney/London. We would **support your return to Singapore** with 5 days paid leave and a contribution of SGD 5,000 to costs of returning, including air fare, assistance with initial accommodation costs, etc. Any excess would be paid as a bonus in the month following your return.

- Close interaction with our clients from many countries
  - Sheltons Accountants works exclusively with internationally operating businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from North America (especially the US) and Western Europe (especially the UK and Germany)
  - We expect the clients' Singaporean operations to range from those with substantial operating subsidiaries in Singapore to those merely exporting, or with just a single employee in Singapore
  - Our clients operate in a wide range of business sectors
- Variety of work
  - With the wide range of clients and varied tasks, no two days are the same
  - After a settling in period you would, with the assistance of internal and external resources, be responsible for looking after all aspects of a small select portfolio of clients
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with new clients and enquiries coming in every day
  - We plan to open offices in several countries in the near future
  - You would have the opportunity to grow rapidly with the firm
  - We would hope that you would eventually be in the position to have new staff working for you and to head up a team
  - You would have the opportunity of working in one of our offices abroad
- An opportunity to significantly develop – and to develop many skills
  - You would not only be able to cultivate your current skills but we would assist you in developing new skills
  - We would actively assist in your development – not only with your technical skills (tax, law, etc) but with your managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
  - We conduct international tax training courses all over the world, some of which you would be welcome to attend

- We are very strong in international tax and we can assist you in developing knowledge in this area
- A very international environment including some international travel
  - You would work on internationally operating clients, with extensive contact with the client's head office abroad and with the client's foreign advisers
  - You would regularly work with your colleagues in our other offices
  - With offices in Sydney, London, Copenhagen and Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time as well as to visit clients from around the world
  - We expect to open at least 2-3 new offices in other countries in the next 2-3 years, in addition to Singapore
- Close interaction with colleagues in offices abroad
  - Sheltons is a small but growing firm with a very professional but friendly working environment
  - We all work as a team and assist our colleagues when required on a daily basis
  - Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries.
- An influential position in a friendly team
  - We would encourage you to progress to a senior managerial level
  - As you develop we would expect you to have a growing influence on client-related matters
  - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status
- Work from modern offices in a central location
  - Central. Our Singapore office will be in at serviced offices in a prestigious location in the Singapore CBD (such as Raffles Place/ Downtown Core/Marina Bay)
  - Our Sydney office/London office is located very centrally.
  - Comfortable. Our forthcoming Singaporean offices will be very comfortable and in modern premises with good communal areas with opportunities for social interaction with staff of other businesses there
  - Lunch. Each Friday Sheltons cover lunch for all employees, the idea to get out of the office and eat together.