

JOB DESCRIPTION – BUSINESS MANAGER

OVERVIEW OF THE CORPORATE INCOME TAX AGENCY (CITA)

The Corporate Income Tax Agency (CITA) is a statutory body established under the Corporate Income Tax Agency Act 2024 in Bermuda. The Agency is responsible for administering and implementing the corporate income tax regime to support Bermuda's economic goals and maintain its status as a leading international financial centre.

SECTION A: JOB INFORMATION SUMMARY

Post Identification	
Job Title:	Business Manager
Job no/ID:	TBD
Department:	Office of the CEO
Employment Term:	Contract (12 months)
Reports to:	Chief Executive Officer
Supervises:	-
Grade:	Manager
Work Environment:	Work Schedule: Minimum 60% in-office and up to 40% remote

SECTION B: JOB PURPOSE

Brief statement outlining the reason the role exists
<p>The Business Manager serves as a strategic advisor, supporting the Executive Team in driving the mission, priorities, and governance of the Bermuda Corporate Income Tax Agency (CITA). This role is responsible for ensuring the smooth execution of agency-wide initiatives, optimising internal processes, and facilitating cross-functional collaboration. The Business Manager will manage high-priority projects, oversee stakeholder engagement, and act as a key liaison between leadership, government entities, and external partners.</p> <p>Additionally, the role provides support to the CEO of CITA, ensuring strategic alignment across departments, coordinating decision-making processes, and enhancing organisational efficiency to meet regulatory objectives.</p>

SECTION C: KEY RESPONSIBILITIES

Responsibility	Description
Strategic Leadership & Transformation	<ul style="list-style-type: none">Work closely with the CEO to develop and implement transformation strategies that align with the Agency's goals and objectives.Lead and manage transformation projects from inception to completion, ensuring timely delivery and alignment with the Agency's objectives.Implement and monitor strategic initiatives to drive the Agency forward, tracking progress and measuring impact.
CEO Advisory & Decision Support	<ul style="list-style-type: none">Provide support and advice to the CEO on business matters, offering insights to aid decision-making.Act as a trusted advisor and sounding board for the CEO, facilitating executive discussions and strategic planning.Coordinate decision-making processes, ensuring key initiatives are executed effectively.
Cross-Departmental Coordination & Project Management	<ul style="list-style-type: none">Coordinate and manage cross-departmental projects and initiatives, ensuring collaboration and alignment across functions.Act as a liaison between departments, leadership, and stakeholders, facilitating communication and issue resolution.Manage the execution of key projects, ensuring they align with the Agency's priorities.
Stakeholder Engagement & Relationship Management	<ul style="list-style-type: none">Develop and maintain relationships with key stakeholders, including government bodies, regulatory agencies, and industry partners.Represent the CEO and the Agency in meetings, negotiations, and engagements with internal and external stakeholders.
Executive Support	<ul style="list-style-type: none">Prepare and present memorandums, speeches, reports, proposals, agendas, and presentations for review by the CEO and the executive team.Facilitate executive-level meetings, tracking action items and ensuring follow-through on key decisions.
Miscellaneous	<ul style="list-style-type: none">Perform other duties as requested by the CEO.

SECTION D: COMPETENCIES

Competency	Description
Strategic Thinking & Business Acumen	<ul style="list-style-type: none"> Ability to develop and execute transformation strategies aligned with the Agency’s objectives. Strong understanding of organisational governance, policy implementation, and strategic planning. Capability to anticipate challenges and opportunities, providing sound recommendations for decision-making.
Project & Change Management	<ul style="list-style-type: none"> Proven expertise in leading and managing transformation projects from inception to completion. Ability to oversee and implement strategic initiatives, ensuring alignment with organisational priorities. Experience in driving efficiency and managing cross-departmental initiatives.
Leadership & Decision Support	<ul style="list-style-type: none"> Ability to provide trusted advice and strategic insights to the CEO and executive team. Strong leadership in cross-functional coordination, ensuring collaboration across departments. Capable of making informed, high-impact decisions in a fast-paced and evolving environment.
Problem-Solving & Critical Thinking	<ul style="list-style-type: none"> Ability to analyse issues, identify root causes, and develop effective solutions. Strong judgement and decision-making skills when handling strategic matters. Capacity to anticipate risks and mitigate challenges proactively.
Communication & Stakeholder Management	<ul style="list-style-type: none"> Excellent relationship-building skills with internal and external stakeholders, including government bodies and industry partners. Strong written and verbal communication skills, with the ability to prepare and present reports, speeches, memorandums, and proposals. Skilled in negotiation and diplomacy, effectively managing complex discussions and engagements.
Confidentiality & Professionalism	<ul style="list-style-type: none"> High level of discretion, integrity, and professionalism in handling sensitive information. Ability to maintain confidentiality and trust while managing executive-level responsibilities.
Adaptability & Resilience	<ul style="list-style-type: none"> Ability to thrive in a dynamic environment, adapting to changing priorities and emerging challenges. Resilient and solution-oriented, with the capability to manage pressure and competing demands effectively.

SECTION E: QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Description	
Education:	<ul style="list-style-type: none"> A bachelor’s degree in Business Administration, Public Administration, Finance, Economics, Law, or a related field is required. A master’s degree (e.g., MBA, MPA) or a relevant professional certification (e.g., PMP – Project Management Professional) is highly desirable.
Knowledge:	<ul style="list-style-type: none"> Strong understanding of corporate governance, public sector administration, and regulatory frameworks in Bermuda. In-depth knowledge of strategic planning, transformation management, and organisational development. Familiarity with financial management, budgeting, and performance measurement in a government or corporate setting. Proficiency in project and change management principles, with the ability to lead cross-functional initiatives. Knowledge of business software and digital tools including MS Office, to enhance efficiency. Understanding of stakeholder engagement and policy development in a public sector environment.
Experience:	<ul style="list-style-type: none"> Minimum of 5 years of experience in management or strategic planning, or wider management. Proven track record in leading large-scale transformation projects and overseeing organisational change. Experience working closely with CEOs, executive teams, or senior government officials. Strong background in cross-departmental collaboration and project coordination. Demonstrated ability to manage high-priority initiatives and ensure alignment with organisational objectives. Experience in preparing and presenting executive reports, proposals, and strategic documents.

Description	
	<ul style="list-style-type: none">▪ Prior experience in the public sector, regulatory agencies, or corporate governance is an asset.

AUTHORISATION/CONFIRMATION

LINE OFFICIAL SIGNATURE:		DATE:	
HR OFFICIAL SIGNATURE:		DATE:	