

JOB DESCRIPTION – LEGAL DIRECTOR

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:	Legal Director
Job no/ID:	TBD
Department:	Legal
Employment Term:	Full-time position
Reports to:	TBD
Supervises:	Legal Manager and Analyst
Grade:	Director
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 Legal Director is responsible for providing legal guidance to ensure compliance with Bermuda's corporate income tax framework and international regulatory standards. This role is to ensure that CITA operates within a robust legal and governance framework while effectively shaping legislative initiatives.</p> <p>The Legal Director plays a key role in protecting CITA's legal integrity and contributing to the day-to-day direction of the agency.</p>

SECTION C: KEY RESPONSIBILITIES

Responsibility	Description
Legal Advisory & Risk Management	<ul style="list-style-type: none"><li>Provide comprehensive legal support and advice across various business functions within the Agency.</li><li>Identify, assess, and mitigate legal risks associated with CITA's operations and implementation.</li></ul>
Regulatory Compliance & Governance	<ul style="list-style-type: none"><li>Ensure CITA operates within a strong governance framework, adhering to all statutory and regulatory obligations.</li><li>Oversee the preparation and review of minutes for board, committee meetings, and other Agency meetings.</li><li>Develop and oversee compliance frameworks, policies, and procedures to ensure transparency, integrity, and accountability.</li><li>Lead compliance audits and implement corrective actions to address legal and regulatory deficiencies.</li></ul>
Contract Review	<ul style="list-style-type: none"><li>Review and negotiate contracts, agreements, and other legal documents.</li><li>Ensure contracts are legally sound and align with the Agency's interests and policies.</li><li>Identify and mitigate potential risks in contractual agreements.</li><li>Collaborate with internal stakeholders to ensure contract terms meet business needs.</li></ul>
Legislative Drafting & Development	<ul style="list-style-type: none"><li>Oversee legislative drafting and contribute to the modernisation of tax laws, regulations, and compliance frameworks.</li><li>Provide legal insight into proposed tax legislation, identifying potential legal challenges and recommending solutions.</li><li>Engage in regulatory impact assessments to evaluate the implications of proposed tax policy changes on businesses and the economy.</li></ul>
Stakeholder Engagement	<ul style="list-style-type: none"><li>Liaise with external counsel on complex legal matters.</li><li>Collaborate with the Ministry of Finance and other Government Departments and Trade Associations on legal issues specific to corporate income tax.</li></ul>
Leadership & Team Management	<ul style="list-style-type: none"><li>Provide mentorship and professional development opportunities for legal staff.</li><li>Maintain an ethical legal culture, upholding the highest standards of integrity and professionalism.</li><li>Contribute to CITA's strategic planning efforts, ensuring legal considerations are fully integrated into decision-making.</li></ul>

Responsibility	Description
International Tax & Cross-Border Advisory	<ul style="list-style-type: none"> <li>Conduct legal research and stay updated on relevant legal developments in corporate income tax, advising on their implications for Bermuda’s corporate tax landscape.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>Perform other duties as requested by the CEO.</li> </ul>

SECTION D: COMPETENCIES

Competency	Description
Leadership & People Development	<ul style="list-style-type: none"> <li>Motivates teams by setting a clear vision and fostering a culture of excellence and accountability.</li> <li>Provides mentorship and coaching to develop legal expertise within the organisation.</li> <li>Demonstrates confidence in leading legal and policy discussions, ensuring clarity and alignment across the agency.</li> </ul>
Critical Thinking & Problem-Solving	<ul style="list-style-type: none"> <li>Analyses complex legal, policy, and regulatory challenges to develop sound, strategic solutions.</li> <li>Makes evidence-based decisions, considering legal, financial, and reputational risks.</li> <li>Demonstrates agility in responding to emerging legal issues and policy shifts.</li> </ul>
Communication & Influence	<ul style="list-style-type: none"> <li>Communicates complex legal and policy matters in a clear, concise, and persuasive manner.</li> <li>Builds strong relationships with internal and external stakeholders, including government officials and regulatory bodies.</li> <li>Uses negotiation skills to achieve favourable legal and policy outcomes while balancing diverse interests.</li> </ul>
Adaptability & Resilience	<ul style="list-style-type: none"> <li>Maintains composure and professionalism when handling high-pressure legal or policy challenges.</li> <li>Adapts quickly to legislative and regulatory changes, ensuring CITA remains compliant and proactive.</li> <li>Demonstrates flexibility in working across multiple disciplines, including legal, policy, and strategic governance.</li> </ul>
Ethical Judgement & Integrity	<ul style="list-style-type: none"> <li>Upholds the highest ethical and professional standards in legal and policy decision-making.</li> <li>Demonstrates sound judgement in handling confidential and sensitive legal matters.</li> <li>Ensures that all legal and policy initiatives align with principles of transparency, fairness, and accountability.</li> </ul>
Stakeholder Engagement & Collaboration	<ul style="list-style-type: none"> <li>Works collaboratively with government entities, regulators, industry leaders, and internal teams to achieve legal objectives.</li> <li>Effectively manages stakeholder expectations, ensuring alignment with CITA’s legal and policy priorities.</li> <li>Demonstrates diplomacy and tact in handling negotiations and legal advocacy efforts.</li> </ul>
Strategic Thinking & Vision	<ul style="list-style-type: none"> <li>Aligns legal strategies with CITA’s long-term mission and regulatory landscape.</li> <li>Anticipates future legal and compliance challenges, ensuring proactive risk management.</li> </ul>

SECTION E: QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Description	
Education	<ul style="list-style-type: none"> <li>Bachelor’s degree in Law (LLB) from an accredited institution.</li> <li>Master’s degree in Law (LLM), Public Policy, Tax Law, or a related field is preferred.</li> <li>Admission to the Bar or equivalent legal qualification in a recognised jurisdiction.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Strong generalist legal background with experience in corporate law, contracts, and regulatory compliance.</li> <li>Ability to interpret and apply tax policy and legislation.</li> <li>Proven ability to liaise effectively with external counsel and government entities.</li> <li>Experience in vendor management and contract administration.</li> <li>In-depth knowledge of corporate income tax law, particularly in Bermuda’s regulatory and legislative framework.</li> <li>Experience in corporate governance, regulatory affairs, and administrative law</li> <li>Knowledge of public policy development and legislative drafting</li> <li>Familiarity with financial services, corporate structures and tax administration.</li> <li>Strong grasp of data protection, confidentiality laws and ethics in public administration.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum 5 years of post-qualification experience in a legal role.</li> <li>Experience in tax law, corporate law, or regulatory compliance.</li> <li>Experience in policy formulation, legislative drafting, and legal interpretation.</li> </ul>

	<ul style="list-style-type: none"><li>▪ Strong background in stakeholder engagement, including working with government agencies, regulators, and industry bodies.</li><li>▪ Demonstrated ability to provide legal advice at an executive level, including risk assessment and mitigation.</li><li>▪ Experience leading legal teams and advising on strategic legal and policy matters.</li></ul>
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AUTHORISATION/CONFIRMATION			
LINE OFFICIAL SIGNATURE:		DATE:	
HR OFFICIAL SIGNATURE:		DATE:	