

The Corporate Income Tax Agency invites applications for the following positions.

The Corporate Income Tax Agency (CITA) is a statutory body established under the Corporate Income Tax Agency Act 2024. CITA is responsible for administering the corporate income tax regime.

Chief Operating Officer (COO)

Reporting to the Chief Executive Officer, the COO is responsible for providing strategic leadership and operational oversight to ensure CITA runs efficiently and effectively. The COO will oversee the Agency's development and implementation of operational excellence, governance, and risk management.

Key Responsibilities include but are not limited to the following:

- Develop and implement CITA's operational strategy
- Identify opportunities for process improvements
- Oversee financial planning and budgeting ensuring fiscal discipline and operational sustainability.
- Ensure compliance with financial policies and regulatory reporting requirements.
- Oversee IT operations and digital service initiatives
- Ensure cybersecurity and data protection policies align with regulatory requirements and international standards.
- Lead and develop high-performing finance, digital (I.T.), and risk management teams
- Drive a culture of continuous improvement, accountability, and service excellence across operational teams.
- Establish and enforce internal controls, governance frameworks, and risk management strategies.
- Ensure compliance with Bermuda's tax laws, data privacy regulations, and financial reporting requirements.
- Oversee audit readiness and risk assessments, mitigating legal and financial exposure.
- Anticipate and mitigate risks in operations, risk management, financial management, and regulatory compliance.

Qualifications, Knowledge, and Experience

- Bachelor's degree in Business Administration, Finance, Risk Management or a related field.
- Master's degree in Business Administration, Finance, Risk Management or a related discipline is preferred.
- Professional certification such as Certified Public Accountant (CPA) Chartered Accountant (CA) or equivalent is required.
- Professional certification such as Certified Risk Management Professional (CRMP), Operational Risk Management (ORM), Certified Risk Management and Compliance Management Professional(CRCMP), or equivalent is an asset.
- Minimum 15 years of experience in operations, finance, risk management, or corporate governance with at least 7 years in an executive team role.
- Familiarity with industry and/or public sector operations policy development and internal control and risk management frameworks as well as data protection/privacy.
- Knowledge of digital transformation IT systems and IT Governance, Business Continuity and Disaster Recovery planning.
- Proven experience in a start-up environment that has built multiple functions from scratch as well as experience working in larger organisations is preferred,
- Experience managing large budgets and cross-functional departments.

Interested persons should apply by sending a CV and cover letter in confidence to:

The Human Resources Department

Corporate Income Tax Agency

Email: careers@cita.bm

Tel: 441-543-8667

Closing date: October 14th, 2025

