

POSITION TITLE: Senior Associate, Tax policy

LOCATION: US India Strategic Partnership Forum, Delhi Office – 12 Hailey Road, New Delhi. USISPF is a Washington DC headquartered non-profit organization that works to strengthen the partnership between US and India. The Forum is committed to creating the most powerful strategic partnership between the U.S. and India.

GENERAL DESCRIPTION OF DUTIES:

As a Senior Associate for Tax policy, this position will support the broad portfolio under the aegis of US India Tax forum (<https://usindiataxforum.org/>). The role is focused on tax & regulatory policies in India across sector and tax regimes. The Associate will develop expertise and remain current on tax policy developments in India, identify key tax issues impacting the ease of doing business for US companies in India (and vice versa), prepare background briefs, engage key stakeholders, and assist in the planning of tax policy discussions and initiatives. This position reports to the Head of the US India Tax Forum at the US India Strategic Partnership Forum.

DETAILED DESCRIPTION OF DUTIES:

1. Analyze the existing tax regulatory environment, craft and effectively deliver a coordinated advocacy strategy that helps mitigate risks thereby playing a pivotal role in catalyzing sustainable growth for the business. Real time tracking of new developments within the tax policy portfolio by reading trade & business press, GOI websites and other sources.
2. Work with external stakeholders and experts to determine potential opportunities and tax regulatory issues arising from such changes that may affect the members, their operating models, products, and clients. In addition, engage with Centre, state and community economic development workforce, and other key, officials as well as other key public/private stakeholder groups.
3. Prepare submissions on industry tax issues along with individual company issues.
4. Facilitate high-level meetings between USISPF members and key stakeholders, including senior government officials, regulators, and alliance partners to promote and advocate on issues at hand.
5. Manage programs and events of the US India Tax forum. This includes creating budgets and securing sponsorship/registration funds.
6. Contribute to public policy for tax issues and advocacy activity within USISPF, which will include coordinating and drafting responses to public consultation papers, position papers and speaking notes for company representation in conferences, panels, round tables etc.
7. Participating in industry associations and other industry group work on regulatory change including contributing to industry association responses to consultation papers.
8. Ensure effective value offering to members under the tax forum. This includes soliciting their policy views, joining them in government meetings, and polling members on key issues.
9. Manage tax forum database and prepare briefs for weekly newsletters, managing content for the US India Tax forum website and coordinate with media teams internally to provide content as may be needed.

EXPERIENCE:

- 5-7 years minimum prior experience related to the tax policy / research/public policy focused work on regulatory issues. Prior consulting/advocacy work in the sector is a plus.
- A master's degree in finance/ BBA/ Economics/Law is required, preferably in a relevant discipline.
- A basic familiarity/understanding of India's culture, political structure, government functioning and business environment is required. Proficiency in Microsoft Word, PowerPoint, Excel is required; Fluent written and spoken English is necessary. Excellent skills in research, analysis, writing, speaking, and client relations are required.

Please write at skathuria@usinfoundation.org with your detailed CV