



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

JOB DETAILS			
Job Title	Risk Reporting Director		
Job Code	TBD		
N-1	Risk & Analytics	N-2	Risk Analytics
N-3	Risk Reporting	N-4	N/A
N-5	N/A	N-6	N/A
Reporting to	Risk Analytics General Manager	Direct Report(s)	<ul style="list-style-type: none">• Risk Analytics Lead Expert• Risk Analytics Supervisor• Risk Analytics Lead Specialist• Risk Analytics Senior Specialist• Risk Analytics Specialist

JOB PURPOSE
The job holder is responsible for leading the team while managing and ensuring the proper development of needed reports to secure effective communication with related stakeholders reviewing assessment and evaluation results of detected risks and designing and implementing the required dashboards that allow monitoring customer compliance and related systems / models' performance to identify improvement areas and recommend needed control measures and corrective actions.

ROLES AND RESPONSIBILITIES	
Key Accountability Areas	Key Activities
Strategy and Planning	<ul style="list-style-type: none">• Contribute to the development of Risk Analytics business plan ensuring alignment with ZATCA strategy• Develop the operational plan for Risk Reporting in line with Risk Analytics business plan and Risk & Analytics strategic plan• Implement plans and provide input to enable achievement of Risk Reporting goals that support ZATCA's overall strategic plans



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Budget Management	<ul style="list-style-type: none">• Discuss Risk Reporting budgeting requirements with top management and provide input to the budgeting process• Ensure effective utilization of Risk Reporting budget, and report accurately on progress made and challenges encountered• Investigate and propose implementing initiatives that result in positive financial impact for Risk Reporting and mitigates financial and operational risks
Reporting	<ul style="list-style-type: none">• Manage preparation of periodical reports for both internal ZATCA units and external governmental entities to ensure proper communication of risk evaluation• Review and approve developed customized reports and secure the communication of potentially risk taxpayers, passengers, importers, exporters, brokers, etc. with internal stakeholders for monitoring and follow-up• Ensure the proper development of dashboards to detect risk behaviour of taxpayers, passengers, importers, exporters, brokers, etc.
Monitoring	<ul style="list-style-type: none">• Manage development of reports and insights dashboards to resolve and plug major gaps in data reconciliation while reducing mismatch errors• Follow-up on developed studies results of risk compliance related to KPIs to identify improvement areas and recommend needed corrective actions• Review risk assessment evaluation of approaches and techniques to secure effective assessment of detected risks and recommend needed control measures to minimize risk facing• Review reports and interactive dashboards' assessment to keep track of customer compliance performance and recommend improvement actions accordingly• Manage the assessment of developed systems and models' performance to ensure achievement of risk targets and safeguard continuous update to reflect changes in the business and regulatory environment• Ensure collection and integration of recipients' feedback, mathematical and statistical techniques for continuous enhancement and improvement of risk reports
People Management	<ul style="list-style-type: none">• Participate in the identification and recruitment of key talent• Guide, mentor and support direct reports in order to execute duties according to set policies and processes• Develop individual performance objectives, provide necessary support, evaluate/appraise team and provide regular feedback on performance• Establish a high-performance working environment and promote ZATCA values



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COMMUNICATIONS AND KEY TOUCH POINTS

Internal Stakeholders	External Stakeholders
<ul style="list-style-type: none">All ZATCA	<ul style="list-style-type: none">Governmental Entities

JOB QUALIFICATIONS AND REQUIREMENTS

Knowledge and Experience	<ul style="list-style-type: none">An optimal of 8 years of relevant experience, with a preferred 3 years of experience in managerial level
Education and Certifications	<ul style="list-style-type: none">Bachelor's degree in Statistics, Computer Science, Information Technology, or equivalent is requiredMaster's degree in, Statistics, Business Administration, or equivalent is preferred

VERSION TRACKING

Version		Name	Date	Signature
v.1.0	Prepared By			
	Approved By			