

JOB DESCRIPTION

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| Job Title: | Tax Manager |
| Department: | Finance |
| Onshore/Offshore: | Onshore |
| Location: | London |
| Reports to: | Group Treasurer |

| Role Purpose | |
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| <p>The Tax Manager is responsible for the end-to-end management of Serica Energy's UK tax affairs, with a particular focus on upstream oil and gas taxation. This includes ensuring full compliance with all statutory reporting and filing obligations, alongside the delivery of accurate, transparent, and timely tax reporting within the financial statements. The role upholds strong standards of accountability and responsibility, ensuring that all tax positions are robust, well-governed, and aligned with applicable legislation and industry practice.</p> <p>Operating within a complex and evolving fiscal environment, the Tax Manager provides expert technical leadership across key areas including Ring Fence Corporation Tax, Supplementary Charge, Energy Profits Levy, Petroleum Revenue Tax, and decommissioning relief. The role supports strategic decision-making by advising on the tax implications of transactions, field developments, and business planning activities, ensuring that tax considerations are fully integrated into commercial and operational decisions.</p> <p>A key element of the role is proactive engagement with internal and external stakeholders, including Finance, Commercial, Legal, M&A teams, external advisors, and HMRC. Through clear and effective communication, the Tax Manager translates complex tax matters into accessible insight, building understanding and confidence across the organisation while supporting informed decision-making. The role also acts as the primary interface with HMRC, managing enquiries, audits, and correspondence in a professional and transparent manner.</p> <p>The Tax Manager plays a central role in monitoring and interpreting changes in UK tax legislation and government policy, assessing their impact on Serica's operations and strategy. This includes providing timely briefings and recommendations to senior management, ensuring the business remains compliant while identifying risks and opportunities within the evolving fiscal landscape.</p> <p>Aligned with a culture of continuous learning and improvement, the role contributes to strengthening tax governance, controls, and processes, supporting a scalable and resilient tax function. Through a collaborative and inclusive approach, the Tax Manager promotes shared ownership of tax matters across the business, reinforcing financial discipline and supporting Serica's long-term growth.</p> | |

| Areas of Responsibility | |
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| Geographical Span: | Serica Assets- UKCS |
| Direct Reports: | N/A |
| Travel Required: | Occasional as required |

Main Tasks: *Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade*

UK Oil & Gas Taxation

- Manage all aspects of UK upstream oil and gas taxation, including Ring Fence Corporation Tax (RFCT), Supplementary Charge, Energy Profits Levy (EPL), Petroleum Revenue Tax (PRT) where applicable, and decommissioning tax relief.
- Maintain a strong understanding of fiscal regimes applicable to licences and fields within Serica’s portfolio.
- Provide technical advice and support to finance, M&A and commercial teams on tax implications of field life extensions, acquisitions, disposals, farm-ins/farm-outs, and asset restructurings.

Statutory & Compliance Reporting

- Prepare and review corporation tax computations and returns for UK entities, ensuring accuracy, completeness, and timely submission.
- Oversee tax reporting for annual statutory accounts and interim, including current and deferred tax disclosures under IFRS and relevant GAAP.
- Ensure tax provisions are appropriately reflected in group and subsidiary financial statements.
- Manage interactions with external tax advisors to support compliance obligations.

Tax Planning

- Develop and implement tax planning strategies including transfer pricing policy and implementation.
- Evaluate the tax efficiency of financing, capital expenditure, and decommissioning strategies.
- Support business planning and investment decisions.

Governance & Controls

- Maintain strong tax governance frameworks, internal controls, tax risk and control matrix and documentation to support compliance and audit requirements.
- Contribute to the continuous improvement of tax processes, systems, and reporting.
- Support wider finance and business initiatives with technical tax input as required.

Tax Regulation & Government Policy

- Monitor and interpret changes in UK tax legislation and government policy affecting the oil and gas sector, including fiscal reforms and transitional rules.
- Assess the impact of regulatory changes on Serica’s current operations and future strategy.
- Provide briefings and recommendations to senior management on tax risks, opportunities, and compliance implications resulting from policy developments.

Tax Audits & HMRC Engagement

- Act as the primary point of contact for HMRC, managing enquiries, audits, and correspondence across all UK taxes.
- Coordinate responses to tax authority requests, ensuring robust technical positions are supported by appropriate documentation.
- Work closely with advisors and internal stakeholders to resolve disputes or challenges efficiently.

Professional/Educational Requirements

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| Essential: | <ul style="list-style-type: none"> - Significant experience in UK oil and gas taxation, ideally within an upstream E&P company or specialist advisory firm. - Strong technical knowledge of UK corporate tax and ring fence taxation, including EPL and decommissioning relief. - Proven experience in statutory tax reporting and compliance. - In-depth understanding of UK tax regulation and the impact of government fiscal policy on the oil and gas sector. |
| Desirable | <ul style="list-style-type: none"> - ACA, ACCA, CTA or equivalent professional qualification. |

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| | <ul style="list-style-type: none"> - Experience in a listed company environment. - Involvement in M&A or asset transactions within upstream oil and gas. - Hands-on experience managing HMRC enquiries and tax audits - |
| Behavioural Skills | |
| Essential | <ul style="list-style-type: none"> - Strong analytical and technical skills, with the ability to apply complex tax rules pragmatically. - Confident communicator, able to engage effectively with senior stakeholders, advisors, and tax authorities. - Proactive, commercially minded, and comfortable operating in a dynamic regulatory environment. - High attention to detail with the ability to manage multiple deadlines. |

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| Acknowledgement | |
| <i>I have read this job description and fully understand the requirements for my role within Serica.</i> | |
| Employee Signature: | |
| Print Name: | |
| Job Title: | |
| Date: | |