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# Example of Advisor, Tax Job Description

Our growing company is looking for an advisor, tax. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for advisor, tax

* Preparation of internal and external communications, explaining the conclusions and impact thereof
* Preparation of, and enhancement of systems and processes for, other internal and external tax transparency reporting requirements
* Development and implementation of tax risk management policies, procedures and reporting
* Manage GOI Tax Audits including any associated objections and appeals
* Manage other tax related audits from external parties including EY, Partners, SKKMIGAS, BPKP, BPK
* Assist with ad hoc tax related projects
* Prepare and review complex tax planning associated with COP’s operations in Indonesia including the review of tax related regulatory changes
* Manage updates of the Companies tax status, monitor company set up / dissolution, tax ID cancelation
* Maintain professional and technical knowledge by attending educational workshops or classes, reviewing professional publications, establishing personal networks and participating in professional societies in order to provide regular updates to key stakeholders within the company
* Reviewing agreements and advise on tax implications

## Qualifications for advisor, tax

* Confident, highly professional and organized
* Qualified (part) accountant or equivalent with a minimum of 2-3 years relevant experience knowledge of European tax compliance, by experience and / or training
* Master's degree with a minimum of 6+ year relevant tax experience
* Over 10+ years of tax working experience
* Working background with multi-national company in the I/T industry, firm background is preferred
* Ensure client confidentiality and privacy