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# Example of Assistant, Tax Job Description

Our company is searching for experienced candidates for the position of assistant, tax. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant, tax

* Maintaining Client Tax department calendars and attendance
* Assisting department administrative team with mailings, Federal Express, client requests, and K-1 distributions during tax filing seasons
* Planning department offsite and other department activities/events
* Preparing written presentation materials
* Managing engagement letter process including outsourced returns
* Managing agreements with outsource partners
* Assist in the preparation of the transfer pricing documentation sets
* Help to gather the figures, analytical data and factual data to be included in the documentation
* Assist to keep the data required to prepare the documentation and the documentation in an organized manner
* Replicate common sections of the documentation in the different documentation sets

## Qualifications for assistant, tax

* The chosen candidate will have a proven record for service excellence, be a strong communicator and be able to show that they will work well as part of the tax team
* Have strong accounting knowledge - solid bookkeeping and understanding of accounts and taxation
* AITI qualified - 1 to 2 years' pqe ideally
* You have worked in a tax team with client facing experience
* Strong corporate tax experience, gained within a reputable accountancy practice
* Team fit is critical to this team and the ability to work well in a team will be essential