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# Example of Assistant, Tax Job Description

Our company is growing rapidly and is looking to fill the role 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

* Timely tax law update and study
* Lead a team of 2 person to timely tax law update and study
* US tax accounting and reporting
* Maintain good relationship with local authorities
* Processes tax filings, Master Service Agreements and addendums
* Tracks monthly tax compliance and billing deadlines
* Proactive and able to work with little supervision
* Ability to prioritize in a deadline driven environment
* Comfortable with technology with ability to learn new software quickly
* Develop and maintain a strong tax administrative team to align duties and implement best practices

## Qualifications for assistant, tax

* Assisting the Head of Tax in ensuring that HO tax policies are followed
* Managing the compliance process for the UK entities across corporation tax, VAT and employment taxes
* Looking for opportunities to improve existing processes and systems
* At least 7-8 years tax experiences in large corporation/ tax firms with hands-on/day-to-day tax management responsibilities, experience in retailing, distribution and logistics business is preferred
* Must have strong tax research and analysis skills and able to provide doable tax recommendations on complex issues considering the commercial realities
* Can work independently in a fast paced environment and have proven ability to manage various projects, meet timeline under pressure, and with attention to detail