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# Example of Assistant, Tax Job Description

Our company is growing rapidly and is hiring for an 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

* Preparation of invoice for private pay clients
* Reconciliation of bank statement
* Manage supply ordering/inventory control ensuring costs do not exceed budget
* Updating workflow tracking and processing expense reports
* Assisting with the process for obtaining documentary back-up for the UK tax filing to include R&D claims, double tax relief claims, rollover/holdover relief claims, group relief claims and schedule 23 deductions
* Assist in the monthly, quarterly and annual US GAAP tax reporting requirements
* Assist with the preparation of overseas tax returns as required
* Co-ordinate the process for requesting Certificates of Residence
* Assist with the preparation of the monthly VAT Return
* To assist the UK Tax Compliance Manager where required

## Qualifications for assistant, tax

* Positive attitude and great customer service skills
* This position requires a minimum of a bachelor's degree in accounting
* Experience with HFM is preferred
* Knowledge of Kier systems, processes and workflow technology desirable
* Bachelor’s Degree in Accounting or Finance, or Associates + 2 years of experience
* To be ATT qualified or qualified by experience and willing to work toward ATT