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# Example of Manager, Tax Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, tax. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager, tax

* Analyzing tax information to determine tax liability by researching federal and state laws, regulations, and tax rates
* Assists in training, developing and mentoring team members to ensure they are sufficiently integrated in the process
* Review of audit tax check lists that are prepared for the funds’ financial statement audits after each portfolio’s fiscal year has ended
* Supervise, train and mentor associates and seniors while providing ongoing constructive feedback
* Review tax returns prepared by staff for accuracy and efficiency
* Prepare complex partnership and High Net Worth individual tax returns
* Research and consult on various domestic and foreign tax matters
* Assist with FATCA and Sec
* Provide timely status updates on compliance processes to members of senior management
* Highlight and resolve tax risk exposures raised internally through the tax return processes or through tax audits

## Qualifications for manager, tax

* Excellent communication skills and strong team player attitude
* Exemplary judgment and decision making
* BS/BA in Accounting is required
* CTA & ACA/ACCA qualified
* Good technical knowledge of UK Corporation Tax
* UK Tax compliance