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# Example of Tax Administrator Job Description

Our growing company is hiring for a tax administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for tax administrator

* Diary management – proactively managing conflicts, priorities, task reminders
* Management of the team’s professional fee spend including creation of purchase orders via My Purchasing system, logging invoices and liaising with Accounts Payable
* Assisting with the set-up and downloading of data room documents for potential acquisitions
* Publishing tax content on group intranet site
* Requesting tax clearance certificates from HMRC and liaising with the business
* Online submission of completed Corporation Tax returns
* Preparation of supporting schedules for Corporate Tax returns
* Assist with the day to day administrative tasks of investigation/amendment and clearance of reconciling items in ensuring accurate corporate events processing
* Able to demonstrate capability to perform validation on common task
* Actively engaged in cross-training for flexibility within the team

## Qualifications for tax administrator

* 3 plus years of experience Tuning all Oracle instance components including memory and CPU allocation
* 3 plus years of experience Composing system/database Unix shell scripts
* 3 plus years of experience Utilizing OEM Cloud Control 12c (In depth knowledge) and Establishing system monitoring guidelines and procedure
* 3 plus years of experience writing DBA procedures and standards
* TSM and TWS experience
* Flexibility to work various shifts of home location (subjected to daylight savings)