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# Example of Tax Assistant Job Description

Our innovative and growing company is looking for a tax assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax assistant

* Ensure the format and presentation of the documentation is correct
* Assist to identify new opportunities to standardize and/or prepare the documentation in a more effective manner
* Creates and finalizes binders in Pfx
* Processes tax returns
* Process reimbursement requests
* Coordinate conference/ meeting schedules, access to building, and registration of visitors
* Complete ad hoc projects upon request
* Coordinating with tax authorities
* Working on VAT returns on behalf of the clients
* Submitting the VAT returns on time

## Qualifications for tax assistant

* Assisting the Head of Tax to manage ad hoc queries from the business and getting involved in project work when required
* 1+ year of Executive / Administrative Assistant experience
* Past Tax and VAT experience would be an added bonus
* A keen interest in Tax and accountancy
* Ensure day-to-day tax compliance and make continuous effort on efficiency improvement， including monthly, quarterly and annual tax filing, tax P&P setup and improvement, etc
* Tax planning and support for various business opportunities, provides doable tax advice