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# Example of Tax Leader Job Description

Our innovative and growing company is hiring for a tax leader. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax leader

* Ensure operational aspects of all statutory and tax filings are executed flawlessly
* Assist with preparation and/or review of corporate income tax estimates to ensure that advance tax payments are accurate
* Perform controllership tax checks including reconciliation of all tax liabilities in terms of tax assessments received from the revenue authorities with tax returns filed and deal with discrepancies
* Assist with, tax aspects of statutory audit, tax audits and work with external tax advisors where required
* Court attendance
* Take responsibility for ensuring all VAT/GST and statistical reporting requirements are met in accordance with local country requirements
* Take the lead in developing strong relationships with relevant Government tax authorities from which the business operates
* Work with the GPO for indirect taxes initiating change by identifying and implementing process improvements to drive greater control into the record and report of EMEA indirect taxes
* Work with the GPO for indirect taxes in initiating change by identifying and implementing improvement and development of technology to deliver world class efficient and accurate reporting
* Mentor and manage the EMEA indirect tax team including creating a more operational skillset with the team

## Qualifications for tax leader

* Experience integrating SAP and Oracle with Tax Engines
* Experience with SAP modules SD/FI/MM
* MST or similar degree is preferred
* Previous HR operations experience with previous leadership responsibilities
* Knowledge and experience in Payroll, Tax and/or Accounting is highly preferred
* Lead the Client Reporting Canada Tax Team through Tax slip production to ensure clients receive accurate and timely tax slips