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# Example of Tax Management Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of tax management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for tax management

* Act as Subject Matter Expert (“SME”) and a coordination contact person between tax operations, Administration and front office teams for annual tax documentation solicitations
* Help in developing awareness across all tax documentation requirements by delivering training to Onboarding Officers, Administration and Client Services as it pertains to changes in tax laws and documentation requirements which impact the day to day client servicing, including changes to tax forms, account coding, solicitation process
* Provide training on new requirements or changes in legislation
* Liason and subject matter expert, representing the tax team for product related initiatives and working with other functional areas
* Supervise and review third party service providers and their work product to ensure deliverables are complete, accurate and provided on time
* Review tax provisions and tax returns prepared by third party services providers
* Identify tax issues of certain investments and strategies, perform tax research and develop/ implement practical solutions
* Identify foreign withholding issues and reclaims processing working with custodian
* Perform supply chain and operations analysis, general business analysis, and financial modeling on the impact of different supply chain structures and business models
* Research, write and review client tax advice relating to international tax matters

## Qualifications for tax management

* For the right candidate we may consider any of the locations Mexico City or Buenos Aires
* Knowledge of US Qualified Intermediary (QI), FATCA, any other EU specific financial transactions /products tax knowledge would be a plus
* Proficient use of MS Excel, a good knowledge of MS Access being a plus
* Previous people management experience would be an advantage
* 3-10 years of prior Hedge Fund and/or Private Equity Tax experience
* 2+ years of experience within a tax or financial services field preferred