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# Example of Tax Operations Analyst Job Description

Our company is looking for a tax operations analyst. 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 operations analyst

* Validation and reconciliation of tax data and documentation
* Liaising with Agent Banks and Tax Authorities to ensure accurate tax payments and timely recoverability of tax reclaims
* Providing tax-related operational support to client service reps, sales and clients
* Producing weekly and monthly management reporting
* Supporting process and procedure documentation, review, & maintenance
* Work with global teams to support implementation of evolving global tax regulations
* Document business/functional requirements along with process flows and recommend approaches to implement tax processing/reporting solutions
* You will act as a risk manager for the firm through ongoing assessment and awareness of the tax regulatory environment and the firm’s adherence to its regulatory obligations
* Review and interpret market updates to evaluate tax impact and outline operational proposals as to how we should adapt to that change
* You will have excellent opportunities to develop your career as regulatory change management is at the forefront of the firm’s strategy and the industry

## Qualifications for tax operations analyst

* Flexible to work overtime, night shift and on holidays
* Work with technology to define technology requirements are defined and deliverables are met
* Review of tax returns, if needed, to support Custody service requirements
* Strong knowledge of tax legislation and application with respect to JPM clients, being superannuation entities and managed investment schemes
* Strong knowledge of taxation principles in relation to underlying securities held by our clients
* Understand underlying accounting principles and the relationship between accounting and tax