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# Example of Tax Operations Job Description

Our company is growing rapidly and is looking for a tax operations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for tax operations

* Withholding Tax reclaims and relief at source for trading in approx
* Obtaining and Validating Tax Documentation from clients and counterparties
* Financial Transaction Tax (FTT) � currently France (equities) and Italy (equities and equity derivatives)
* Foreign Account Tax Compliance Act (FATCA), UK Crown Dependencies and British Overseas Territories regulations (UK CD/OT) and the Common Reporting Standard (CRS)
* Implementation and operation of 871(m) � Qualified Derivatives Dealer � US tax withholding/reporting for US dividend equivalents
* Ideally a candidate with strong tax knowledge, in an operations environment
* Experienced in operations tax gained, in an investment banking or broker/dealer environment
* Experienced in the identification, the collection and control of the relevant tax documentation
* Act as a liaison with client on-boarding and front office staff with respect to follow up information required from payees and customers
* Coordinates and maintains reporting and tracking requirements for the Tax Operations process

## Qualifications for tax operations

* Must have strong experience preparing and reviewing US GAAP tax provisions in accordance with ASC 740
* Assist with all tax operational matters and identify any compliance issues
* Prepare and update relevant tax provision schedules as needed
* Coordinate outsourced tax preparation work if any
* Coordinate WHT audits by various taxation authorities
* Manage relevant global compliance processes, including SOX 404 documentation and annual return to provision processes