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# Example of Tax Services Senior Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of tax services senior manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax services senior manager

* Develop and implement training programs to further knowledge of standards within practice offices
* Maintaining and developing existing clients, , identifying new business opportunities which will contribute to the development of the practice
* Manage and lead the staff through structured mentorship program and informal coaching, including coordination of on the job training
* Collaboration with the Operations and Corporate Tax teams to assess the impact of Market & Regulatory developments on the Global Custody Tax product offering and implement a working model
* Analyse product impacts, opportunities & threats of external and internal changes from a tax perspective
* Definition and implementation oversight for new and/or enhanced product features and functions
* Handle a full spectrum of company secretarial duties for companies incorporated in Hong Kong
* Coordinate activities relating to administering a portfolio of client companies and be involved in client contact
* Assist in preparation of annual/interim reports, announcements and circulars and organizing board meetings, board committee meetings and shareholders’ general meetings
* Assist in handing ad-hoc advisory projects

## Qualifications for tax services senior manager

* A minimum of 5 (for Manager) and 7 (for Senior Manager) years' experience in Hong Kong and China taxation law (experience and knowledge with Japanese tax practice are preferred)
* Dynamic builder of relationships with clients, with track record of identifying new areas of opportunities and negotiating complex business deals for mutual benefit
* An effective communicator with clients, executives, peers, and subordinates
* 7 or more years of international tax experience, preferably with at least three years' experience in individual, trust and business flow through entity taxation, experience working with high-net worth individuals and families, corporate executives, and/or owners of closely held businesses
* Degree holders in Accounting, Economics, Finance or related disciplines, with a full membership of recognized professional body
* A minimum of 5 (for Manager) / 8 (for Senior Manager) years of relevant HK/International tax experience with tax authorities and/or an international accounting firm