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# Example of VAT Accountant Job Description

Our innovative and growing company is looking for a VAT accountant. 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 VAT accountant

* Co-ordinate with VAT technical experts to implement changes to processes for the VAT returns
* Monitoring VAT (Value Added Tax) calendar, including all tax payments, to ensure compliance with Egyptian tax authority’s dates
* Ensuring compliance Egyptian VAT laws and regulations
* Preparing VAT tax books that required by the tax law
* Preparing monthly VAT return
* Preparing monthly tax provision calculation/analysis for VAT
* Deliver internal VAT advice to GY group entities
* Perform monthly reconciliations of VAT accounts
* Perform high level review of draft VAT returns provided by our external services provider and draft payment requests
* Perform account reconciliations for the accounts assigned and monthly VAT postings

## Qualifications for VAT accountant

* Ability to build and establish a good working relationship within the organization
* Ability to prioritise and manage time wisely in a fast paced environment
* Work experience in indirect tax return preparation/review would be an advantage
* Be able to perform independently with little guidance
* Certified Accounting Technician / SPD\* and minimum of 5-7 years accounting experience
* Entrepreneurial Drive for Results