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# Example of VAT Analyst Job Description

Our company is searching for experienced candidates for the position of VAT analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for VAT analyst

* Assisting in the provision of VAT advice to all business units
* Assist in resolving any internal VAT issues
* Supporting the Head of VAT in dealing with queries from tax authorities
* Work closely with internal and external shared service centers to ensure VAT compliance
* Prepare governmental and VAT related statistics
* Business Partner and Finance contact for all VAT related tasks
* Assist the Manager Accounting in VAT/ tax related aspects of monthly/ quarterly/ annual closings and audits
* Act as special matter expert (VAT) in projects
* Oversee VAT process for Europe region
* Approve and manage approval of VAT returns and other associated tax and statistical declarations

## Qualifications for VAT analyst

* Strong analytical, IT and data manipulation skills
* Abililty to develop and maintain strong relationships with senior stakeholders and seperate project teams
* Act as a trustworthy business partner to Business Units/other stakeholders and go further where consultants usually stop
* 3+ years experience in MNC and/or Big4 environment
* Ability to effectively contact internal stakeholders and taxing authorities for additional information, clarification on ongoing issues
* Drive and determination to obtain understanding of complex, business-driven transactions and report these accurately according to the appropriate accounting standards