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# Example of VAT Analyst Job Description

Our growing company is looking for a 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

* Manage response to VAT queries and requests from the tax authorities in all jurisdictions
* Ensure that country specific VAT info sheets and internal procedure documents are corrected and continually kept up to date
* Responsible for accuracy and quality of VAT compliance within specific region
* Working with Indian and UK teams to deliver VAT returns to clients
* Sending client VAT Returns within strict deadlines
* Prepare European VAT returns and related filings
* Assist with VAT registrations across various jurisdictions
* Assist in the mapping of VAT processes, the implementation of improvements
* Prepare month-end VAT account reconciliations
* Provide VAT compliance support to colleagues throughout the business and, in particular, accounting groups

## Qualifications for VAT analyst

* Support the monthly reporting under US-GAAP and participate in coordinating the periodic closing processes
* Support preparing statutory Financial Statement (Local GAAP)
* Monitor & track tax postings and corresponding payments
* Support Time Warner Tax Department in case of audits
* Coordinate Finance tasks related to the accounting and payment of income taxes
* Liaise with domestic and international affiliate companies and divisions as appropriate and give guidance and training to other departments and shared service centers (EFS or SDC)