



Example of Group Manager Job Description

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

Responsibilities for group manager

- Participates in projects closure initiatives
- Leads teams to execute on strategic direction through precedent-setting innovations and solutions
- Provide tax advice on business transactions, including merger & acquisition, post-transaction review, etc
- Identify initiatives that may qualify for tax incentives and liaise with government agencies
- Work on ad-hoc tax projects, both independently and as a team member, dealing with a variety of local and international tax issues
- Ensure direct and indirect tax reporting obligations (including attending to tax queries) are met in Singapore and overseas
- Manage income tax accounting to ensure adequate tax provision
- Review customer contracts and provide guidance to ensure Privacy related risks are considered during contract close-out/termination
- Providing privacy and security related inputs in client RFI/RFPs
- Conducting risk assessment of new technology proposed in the solution

Qualifications for group manager

- A minimum of 5 years experience in reporting and analytics in large organisations
- Advanced knowledge of MS Office packages
- Must have experience of creating digestible analytics via online reporting

- Expertise in SQL structures and report writing is desirable, as is knowledge of Cloud based HRIS products
- A minimum of 8 years' engineering design and management experience