# Example of Tax Assistant Job Description

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Our innovative and growing company is looking for a tax assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for tax assistant

- Ensure the format and presentation of the documentation is correct
- Assist to identify new opportunities to standardize and/or prepare the documentation in a more effective manner
- Creates and finalizes binders in Pfx
- Processes tax returns
- Process reimbursement requests
- Coordinate conference/ meeting schedules, access to building, and registration of visitors
- Complete ad hoc projects upon request
- Coordinating with tax authorities
- Working on VAT returns on behalf of the clients
- Submitting the VAT returns on time

## Qualifications for tax assistant

- Assisting the Head of Tax to manage ad hoc queries from the business and getting involved in project work when required
- 1+ year of Executive / Administrative Assistant experience
- Past Tax and VAT experience would be an added bonus
- A keen interest in Tax and accountancy
- Ensure day-to-day tax compliance and make continuous effort on efficiency improvement including monthly, quarterly and annual tax filing, tax P&P setup and improvement, etc