

# Example of VAT Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of VAT analyst. 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 analyst

- Preparing VAT Returns and undertaking reviews of transactions to determine VAT recovery
- Review of VAT write-offs
- Manage the adjustments derived from the VAT returns reconciliations with the GL in working collaboration with the country accounting teams by liaising with the relevant teams to obtain accurate data and documentation and ensure all adjustments are completed
- Ability to support and advise the business in basic business transactions and sales support from a VAT prospective
- Acquire working knowledge of bespoke CARDEX system and its impact on the VAT reporting and accounting on day to day business
- To prepare and deliver quality Indirect Tax reports as required by internal or external requirements on time (Vat declarations, Tax audits, .)
- Prepare and submit European VAT returns
- Prepare and submit VAT returns, in particular for electronically supplied services (ESS)
- Prepare and submit Italian VAT returns
- Assist with ensuring efficient working of VAT compliance process

## Qualifications for VAT analyst

- Proven VAT compliance experience, including experience of preparing returns

- Intermediate/advanced Excel skills and a willingness to use technology to complete/ improve daily tasks
- Proven track record in the provision of high value tax work
- A proactive individual who strives to deliver high quality results and who is continuously looking for new and innovative solutions to issues to develop and improve systems and processes
- Demonstrates good judgement and a commitment to an open and transparent way of working
- Technical Knowledge on sales and services taxes as well in taxes obligations