

JUNIOR TAX SUPERVISOR. BANGKOK, THAILAND

KEY RESPONSIBILITIES:

- 1.
2. Tax Compliance and Reporting:
 - Oversee the preparation tax returns, including income, sales, and property taxes.
 - Ensure compliance with all relevant tax laws and regulations and keep up to date with changes in tax legislation.
 - Review and approve tax calculations, filings, and related documentation.
3. Tax Planning and Strategy:
 - Develop and implement tax strategies to optimize the organization's tax position.
 - Provide guidance on tax implications of business decisions, including mergers, acquisitions, and other corporate transactions.
 - Conduct research and analysis on complex tax issues and provide recommendations.
4. Team Supervision and Development:
 - Manage and mentor tax staff, including providing training and professional development opportunities.
 - Review and approve work performed by tax team members, ensuring accuracy and completeness.
 - Coordinate and delegate tasks to ensure efficient workflow within the tax department.
5. Audit and Compliance:
 - Coordinate and manage internal and external tax audits, including preparing necessary documentation and addressing auditor queries.
 - Ensure timely resolution of any tax-related issues or discrepancies.

Financial Reporting and Analysis:

- Collaborate with the finance team to ensure accurate tax provision and disclosure in financial statements.
- Analyze and interpret tax-related financial data and provide insights to management.

Communication and Coordination:

- Act as the point of contact for tax-related inquiries from internal stakeholders and external parties.
- Work closely with legal, finance, and other departments to ensure cohesive tax strategy and compliance.

Qualifications:

- Education: Bachelor's degree in accounting, Finance, or a related field; CPA or equivalent certification preferred.
-
- Experience: Minimum of 5 years of experience in tax accounting or tax compliance, with at least 2 years in a supervisory or managerial role.
-

- Skills:

Strong knowledge of tax laws and regulations.

Proficiency in tax software and Microsoft Office Suite.

Excellent analytical, problem-solving, and organizational skills.

Strong communication and interpersonal skills.

Ability to manage multiple tasks and deadlines in a fast-paced environment