



An alternative career in finance

VAT Manager

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment in the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroup.eu/careers, email careers@aztecgroup.eu or call us on +352 246 160 6140.

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Job Description

VAT Manager

Reports to Associate Director

The purpose of this position is to support the tax team in all compliance and general administrative tax guidance (indirect tax) on Aztec Luxembourg clients' portfolio. This is an exciting opportunity for someone who would like to be part of a great team atmosphere and is committed to delivering high quality work under tight deadlines.

Key responsibilities:

- + Review the preparation of Luxembourg VAT returns, the calculation of VAT provisions and the review of VAT assessments
- + Be the contact person for the Luxembourg tax authorities
- + Be a key contact person for international group entities regarding indirect tax related queries (calls, meetings)
- + Be a key contact person with the tax advisors
- + Be part of ad hoc projects
- + Involvement in indirect tax matters: VAT annual returns, VAT periodical returns, VAT assessments, VAT provisions
- + Maintain diverse VAT records and the follow up on all filing deadlines related to Luxembourg taxation for clients' companies
- + Coordinate between clients and other service providers
- + Review and coach junior tax officers and senior tax officers
- + Provide trainings and support to the client facing teams

Skills, knowledge, expertise:

- + Attention to detail to ensure the delivery of consistent and high standards
- + At least 8 years of previous experience preparing and reviewing VAT tax returns for Luxembourg companies and partnerships. (A big 4 experience is an advantage)
- + Degree in Accounting / Finance / Business preferable
- + Chamber of Commerce Cycle B and Cycle A Diplomas (international tax, corporate income taxes, personal tax and indirect tax diploma)
- + Fluency in English. Other languages are an advantage (e.g. French, German)

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Skills, knowledge, expertise (continued):

- + Microsoft Office Excel
- + eCDF, efiscalease
- + Excellent organisational and people skills
- + Ability to work under pressure within tight deadlines
- + Critical thinking, discipline and attention to detail

We will provide the training, both in-house for relevant technical knowledge and also professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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