

Senior Tax Manager Job Description

Duties and Responsibilities:

- Coordinate the activities of the tax unit or department
- Schedule and delegate activities among the employees in the unit
- Ensure that the department renders quality tax services to businesses and individual clients
- Extend advisory services to individuals and businesses
- Ensure that clients' tax dealings are in compliance with laid down tax laws
- Prepare tax reports, correspondence, and research memoranda
- Assist or advice clients on how to avert task risks
- Assist or advice clients on how to manage tax burdens
- Identify factors that may lead to tax risks
- Carryout research on new tax laws and trends
- Work closely with the staff and managers of other key departments
- Network with other professionals in the field to remain up to date with changes in tax laws and trends
- Provide tax data for clients and third party professionals.

Senior Tax Manager Requirements – Skills, Knowledge, and Abilities

- A senior tax manager must be educated to at least Master's degree level. Specialization in taxation or finance related discipline is often preferable. This would enable him/her to have sound knowledge of the intricacies of tax returns, accounting, and compliance
- A senior tax manager must be an active member of at least one professional body that accommodates tax experts. To this end, he/she is expected to have either a JD or CPA certification or both or more
- Experience is necessary to be appointed a senior tax manager. Prior to appointment, the person is expected to have worked for at least 7 to 10 years as a tax manager or member of the tax department. Experience in public accounting, corporate tax filing and returns is very

important. In addition, the person must have a vast knowledge of tax laws and procedures

- Proficiency in MS office packages and tax management applications is very important to allow him/her carryout his duties faster and easier
- Must be able to accomplish tasks within specific time, especially during peak periods like during the period of filing tax returns and periods of preparing quarterly or annual reports
- Other important skills to have include communication, interpersonal, and leadership skills.