**Job Specification Template – Tax Specialist**

The following sample Tax Specialist job description is designed to support your upcoming recruitment needs. This template can be tailored based on the responsibilities, requirements, and benefits of the role you are sourcing for.

Please refer to the comments for more advice on editing each section of the document.

**Senior Internal Auditor**

***Job Location: [City, Country]***

***Job type: [remote, hybrid, on-site]***

***Salary banding: [$XXX,XXX - $XXX-XXX]***

**Job Overview:**

We are a leading organization in [your company’s industry], dedicated to excellence and innovation, and we are seeking an experienced Tax Specialist to join our dynamic team.

In this role, you will manage tax compliance, oversee income tax filings, handle inquiries and audits from regulatory authorities, and support sales tax reporting and audits. This position offers the opportunity to make a significant impact within a forward-thinking company, where your expertise will contribute to our continued success and growth.

**Key Responsibilities:**

* Prepare and review tax returns, ensuring accuracy and compliance with relevant regulations, including but not limited to income tax, indirect tax, and other applicable filings.
* Conduct tax research and analysis to ensure compliance with national and international tax laws and regulations, staying updated on changes that may impact the organization.
* Develop and maintain strong relationships with internal stakeholders, including finance, legal, and operations teams.
* Collaborate with external tax advisors to support effective tax planning and risk mitigation strategies.
* Prepare tax provisions and calculate deferred taxes for external reporting purposes, ensuring adherence to relevant accounting standards.
* Evaluate and implement improvements to tax processes and procedures, leveraging technology and automation tools where applicable.
* Assist with transfer pricing documentation and compliance.
* Coordinate and manage tax audits and inquiries from regulatory authorities.

**The Skills You’ll Bring:**

* CPA designation or working towards it (CFE must be passed is an advantage).
* Minimum of 3 years of experience in tax-related roles, preferably within public accounting or [your industry].
* Strong knowledge of tax returns, including income tax and indirect tax filings.
* In-depth understanding of national and international tax laws and regulations.
* Proficiency in using tax software and financial tools for tax compliance and reporting (e.g., Taxprep or similar).
* Excellent analytical skills and attention to detail, capable of working with complex financial data.
* Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
* Ability to manage multiple priorities and meet strict deadlines.
* Proficiency in additional languages such as Spanish or French is considered an asset.

**What sets this company apart:**

Our company is dedicated to providing a diverse and inclusive work environment where every team member can thrive. We offer a comprehensive benefits package designed to support your overall well-being and professional growth, including:

* Opportunity to earn up to X% annual bonus
* Car allowance ($X annually)
* Competitive Pension Scheme = we’ll match your contributions up to X%
* Flexible working hours
* Life Assurance (X times salary)
* X days' holiday + bank holidays
* Flexible benefits scheme, with perks to choose from (including retail discounts, season ticket loans, Cycle to Work Scheme).

We are committed to creating a collaborative, dynamic working environment with significant career development opportunities.