

European market leader in Insurance Premium Tax (IPT) compliance services based in **Hampshire** is looking for **fluent French speaking technician**. Your role will be to validate client Insurance Premium Tax data, confirm tax values due and create tax returns for a portfolio of clients. Create and submit country tax returns ensuring that all data is accurate, submitted within strict deadlines and complies with the individual country regulations.

Full training will be given to successful candidates. This is an entry level role with room to develop.

ROLE:

- Assist the compliance team with various tasks required for data validation of client returns and creation of country tax packs.
- Tax data validation
 - Chase and monitor clients to ensure tax data and settlements are received on time
 - Check, validate and confirm tax data for the assigned portfolio of clients
 - You are required to have a clear understanding of the different classes of business that your clients write and apply the relevant tax rates applicable for each country
- Country tax returns
 - Complete and submit tax returns to individual countries, ensuring that all client tax returns are completed accurately, payments are made and returns are submitted within the individual country deadlines

- Ad hoc tasks and projects, as and when requested by management

PROFILE :

- Fluent French and English
- Graduates is a plus – particularly having studied Accountancy, Tax or Finance/Maths related areas.
- Experience of working in Finance assistant / Tax advice / Insurance consultant / Contract controller / Finance Analyst roles
- Experience of Internal auditing would be a plus
- Experience of Salesforce an advantage
- Flexible and adaptable to a changing environment as a team player with a “can do” attitude
- A willingness to learn new skills as business needs dictate
- Ability to work unsupervised and use own initiative
- Professional in appearance and manner when dealing with clients, tax authorities and partners
- Ability to organise work to strict deadlines consistently
- Be proactive and self-motivated, “think outside the box”
- Comfortable and able to work productively within a small office

SALARY:

Between £19k and £24k according to skills and experience