



## Tax & Legal Assistant Manager

### What impact will you make?

Every day, your work will make an impact that matters, while you thrive in a dynamic culture of inclusion, collaboration and high performance. As the undisputed leader in professional services, Deloitte is where you will find unrivalled opportunities to succeed and realise your full potential.

### The Team

Deloitte delivers deep knowledge of tax and regulatory requirements as well as a breadth of experience applying them in practice worldwide. Practical tax advice combined with our consistent tax compliance framework instils confidence that a consistent approach is followed across jurisdictions. We help simplify tax management and oversight while providing global visibility for making informed strategic decisions — all with the ease of working with a global provider.

### Work you will do

As an Assistant Manager in our Tax team, you will build and nurture positive working relationships with teams and clients with the intention to exceed client expectations. You will:

- Handle income tax compliance services for both corporates and individuals including review of corporate income tax computations and returns, review and filing of corporate income tax returns
- Review and filing of other tax returns including VAT, TDS, PAYE and/or other statutory compliances, etc.
- Review of work carried out by Executives and Senior Executives
- Attend meetings/hearings held before Tax authorities and/or other relevant Committees under respective tax laws
- Draft Replies, Appeals, Arguments and other Applications to Tax authorities
- Reply to correspondence, routine follow-ups and notices received from Tax authorities
- Handle rectification and penalty related matters with Tax authorities
- Assist Superiors on advisory and other ad-hoc assignments in terms of drafting/review of reports, memos etc.
- Coach team members and guide them in their daily tasks
- Guide team members in various aspects as part of their professional journey
- Handle client onboarding procedures

### Profile

- ACCA/ACA qualified or other relevant qualifications with 4-5 years of relevant experience
- Good analytical skills
- Strong technical knowledge
- Team Player
- Leadership qualities
- Effective communication and presentation skills
- People's person
- Persistent and persuasive