



Junior Tax Assistant

Due to increased levels of activity and demand in the tax services department of the firm, we are seeking to recruit a Junior Tax Assistant. This is a varied and interesting role where the chosen individual will surely be challenged on a daily basis and continuously be provided with practical experience. This post offers the necessary support for a learning experience and has clear progression opportunities.

The selected candidates will be reporting to the tax manager and/or tax partner and will be responsible for the following:

- providing book-keeping services for private clients and small business undertakings;
- preparation of payroll for clients;
- assisting with tax computations and filling in of statutory forms;
- liaising with the Inland Revenue Department and the VAT Department on basic tax matters;
- ensuring that all client imposed or statutory deadlines are met.

The ideal candidate should have a good knowledge of accounts and must be conversant with Microsoft Excel and Word. Candidates must be willing to learn, be motivated and be good team players, and have good interpersonal and communication skills.

Applicants must at least have an 'A' level in accounts or studying for their AAT or ATT qualification.

Previous tax experience, either in industry or in a general practice environment will be considered as an asset.

Interested candidates are requested to send their CV, together with a covering letter, to admin@wdm.com.mt