



Tax Assistant

Due to increased levels of activity and demand in the tax services department of the firm, we are seeking to recruit a 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:

- Assisting with client tax computations and filling in of statutory forms
- Preparation of VAT returns and VAT recap statements
- Liaising with the Inland Revenue Department and the VAT Department on basic tax matters
- Providing book-keeping services for private clients and small business undertakings
- Preparation of payroll for clients
- Ensuring that all client-imposed and statutory deadlines are met.

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

Applicants must at least have an 'A' level in accounts or AAT or ATT qualification and must possess a minimum of two-year experience in a similar role.

This role is client facing and therefore well spoken and written English and Maltese is a must. Knowledge of Italian will be considered an asset.

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