

## **TAX JUNIOR ASSOCIATE**

### **Join Our Tax Team at WDM International**

Are you ready to take the next step in your career? At WDM International, we are not just offering a job — we are offering an opportunity to grow within a well-respected practice, that values integrity, eye for detail, professionalism, and most of all its people.

We are currently looking for a detail-oriented and motivated Junior Tax Assistant to join our dynamic Tax Team.

In this role, you will work alongside experienced tax professionals in a collaborative and supportive environment, contributing to the preparation and review of tax returns and compliance for a diverse client base across various industries. If you have a keen eye for detail, are eager to develop your expertise in tax, and are looking for a workplace that values your growth and supports your professional development, then we would love to hear from you.

WDM International is a multidisciplinary firm based in Malta, offering a comprehensive range of services including legal, tax, audit, and advisory solutions. Established in 1994, the firm aims to deliver tailored solutions to meet both local and international client needs.

#### **Responsibilities:**

- Assist in the preparation and filing of various tax returns.
- Collect, organize, and verify financial data and documentation required for tax filings.
- Support the timely submission of monthly, quarterly, and annual tax returns in accordance with local regulations.
- Track and maintain tax filing calendars to ensure compliance with deadlines.
- Perform data entry and reconciliation tasks to support tax calculations.
- Support the calculation of tax liabilities, including reviewing trial balances and ledger data.
- Prepare working papers and schedules for tax computations under supervision.
- Conduct basic tax research to support compliance and planning activities.
- Assist in preparing documentation and reports required for internal and external tax audits.
- Schedule meetings, organize documents, and provide administrative support to tax team members.

#### **Skill-set and Requirements:**

- Preferably 1-2 years' experience in a similar role
- Knowledge of general VAT & TAX principles
- Good command of both written and oral English
- Have strong interpersonal skills and an ability to build and maintain relationships both within the team and with clients
- Be meticulous with the ability to work on own initiative, pre-empt requirements and deliver with high attention to detail

- Highly proficient in Microsoft Office tools
- Able to work under pressure to meet set deadlines and manage multiple tasks simultaneously
- Experience with Odoo accounting system will be considered an advantage
- Any qualification in taxation would also be considered an asset

**Work Arrangement:**

- Currently fully office-based, with potential for hybrid arrangements in the future

Interested candidates are requested to send their CV, together with a covering letter, to [recruitment@wdm.com.mt](mailto:recruitment@wdm.com.mt). Whilst we gratefully for all applications received, only shortlisted candidates will be contacted.