

Tax Manager – Fixed Term Contract | Clyde & Co Dubai

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Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, infrastructure, energy, and trade and commodities.

To work within the Finance department as an internal tax specialist based in the MEA headquarters, responsible for dealing with all tax related matters across the region and managing the tax team. This role reports directly into the Finance Controller MEA. This role is for a Fixed Term Contract of 8 months.

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Key Responsibilities

Main point of contact for all tax related queries across the firm in MEA (UAE, KSA, Bahrain, Egypt).

Ensure compliance of the firm in all tax matters including but not limited to VAT, WHT, payroll tax, corporate tax, and social security.

Ensure tax compliance at the transactional level, including any cross-border transactions (both inside and outside GCC).

Managing the preparation and filing all tax returns for the firm in MEA, ensuring all submission deadlines are met.

Corresponding with relevant tax authorities and/or government bodies particularly in relation to tax inspections.

Prepare monthly tax balance sheet reconciliations and ensuring tax accounts are

properly maintained.

Support the finance teams with the financial statement audits in relation to tax queries.

Support the finance teams with liquidation of entities from a tax perspective.

Advise the business on intercompany transactions and tax consequences of such transactions.

Support payroll teams in reviewing payroll files for entities where the payroll tax is applicable (i.e., Egypt).

Assist the global tax team in local transfer pricing compliance including preparation of local transfer pricing files.

Work with finance system teams on system optimizations and upgrades and e-invoicing implementation in the required jurisdictions.

Ensuring all VAT and tax registrations are up to date.

Update the business on relevant tax updates.

Optimising the usage of external tax advisors.

Improving the firm's MEA tax strategy, ensuring tax efficiency and cash flow optimization.

Implementing and ensuring effective management of tax operations including developing, documenting, and implementing policies for the region.

Managing and reviewing tax controls.

Maintaining the taxation manual and submission calendar.

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