

The Role

Department: Finance

Location: Manchester/London

Role: Tax Assistant

Working Hours: Monday to Friday 9.00 – 5.30pm

Hybrid Working: 2 days in the office, 3 days from home

Key Responsibilities

Transfer Pricing

- Assist in the preparation and maintenance of transfer pricing documentation, including country-by-country reporting notifications and local transfer pricing files.
- Assist in the preparation of benchmarking and comparables analysis for multiple Clyde & Co group jurisdictions.
- Assist in the analysis of intercompany transactions for the group quarterly transfer pricing calculation.
- Collate and maintain transfer pricing documentation for the group including intercompany agreements, comparables analyses and local transfer pricing returns.
- Use the groups transfer pricing software to collate and input financial data for analysis in preparation for local transfer pricing filings.
- Collaborate with cross-functional and cross-regional teams, including accounting and in-house council, to gather relevant financial and operational data for transfer pricing analysis.
- Support the transfer pricing team in managing transfer pricing audits and enquiries from tax authorities by providing necessary documentation and analysis.
- Support the transfer pricing team in researching and analysing global transfer pricing regulations, tax treaties, and guidelines to ensure compliance.
- Participate in ad hoc projects and assignments related to transfer pricing as required.

Essential Skills and Experience

Required

- Participate in ad hoc projects and assignments related to transfer pricing as required.

- Qualified / Part-Qualified (ACCA/CTA)
- Minimum 1-2 years experience in a tax or accounting related role, with a strong desire to pursue a career in tax
- Excellent Excel skills
- Experience using an accounting system
- Excellent communication skills and the ability to build relationships with different stakeholders, and a proactive attitude
- Strong numeracy skills and a high level of accuracy
- Strong analytical skills and attention to detail
- Ability to work remotely

The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs