



H+K INTERNATIONAL

JOB DESCRIPTION

JOB TITLE:	Tax Specialist
LOCATION:	Szymanów
DEPARTMENT:	Finance
REPORTS TO:	Head of Finance
GRADE:	
DATE:	March 2022

JOB PURPOSE:	Ensure tax compliance for H+K entities operating in EU, predominantly focused on: <ul style="list-style-type: none">• Ensure VAT compliance for HKM and HKP• Cooperating with external bookkeeping company• Preparing month-end close process and balance sheet reconciliation• Cooperating with other departments on behalf of finance
---------------------	--

EMPLOYEES:	No of Direct reports:	0
	No. in total team (departmental)	6

PRINCIPAL ACCOUNTABILITIES:	
1	Compliance activities for statutory returns including VAT data preparation and CIT review for polish registration on H+K with cooperation to an external partner
2	Preparation and reporting of monthly management accounts and financial statements
3	Maintenance of fixed asset register and CAPEX approval process
4	Cooperating with the bookkeeping firm supporting H+K Poland
6	Executing the month-end close process
7	Ongoing Internal control implementation, review & improvement
8	Support the wider finance team as required

NATURE AND SCOPE:

Reporting to the Head of Finance, independent, self-motivated, experienced financial professional, responsible for VAT compliance in H+K entities in Poland

The candidate must be open to process improvements, flexible, able to organize workload, and proactive. The role requires a good understanding of processes/procedures with defined deadlines.

The role requires accuracy, conscientiousness, and responsibility. The candidate must be confident in these areas and driven to succeed as well as a good team player.

Working hours: 40 hours a week between 08:00-18:00 in hybrid mode

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications (Academic, Professional and Vocational)	Qualified accountant	Accounting / tax certification
Experience	Independent accountant role in production company	International experience
Technical Knowledge	Excellent computer skills including fully proficient in Microsoft Office	
Skills and Behaviors	Able to multitask and prioritise workload effectively to meet deadlines and internal KPI's.	Confident and with the ability to build understanding about taxation across the business
General	The successful candidate will need to work well in a team environment, whilst being self-starting and motivated to achieve high levels of performance and reliability.	