

Administrator – Tax Compliance Services

Applications are invited by the Dublin of the Maples Group for the position of

Administrator – Tax Compliance Services

The Maples Group provides tax compliance services to a variety of Special Purpose Vehicles (“SPVs”) including CDO and CLO vehicles, note programmes, asset finance and all types of asset backed securitisations and funds.

The successful candidate will form part of a dedicated tax compliance team reporting directly to an Assistant Vice President and / or Vice President and have responsibility for the tax compliance obligations of a portfolio of clients.

Main duties include drafting and submission of tax registration applications with Revenue; assisting with billing, general administration and client management. The successful candidate will also be assisting with the preparation of Corporation Tax, VAT, PAYE and Investment Undertaking Tax returns. He/ she will also be assisting with the relevant FATCA, CRS, and Country-by-Country Reporting filing obligations

Other duties include liaising with the auditors, investment managers and other transaction parties in respect of new and existing tax clients and other any ad hoc duties as requested.

The ideal candidate either has or is looking to pursue a tax technician qualification and have a Third level qualification in a related field. He/she will demonstrate the ability to work effectively as part of a team and on own initiative.

The successful candidate will possess good communication and interpersonal skills. He/ she must have excellent organization skills with strong attention to details; the capability to work well in a team environment and must be willing to get involved in ad hoc projects. A desire to enhance technical knowledge and skills is essential.

We offer a supportive environment, structured on a team basis. We offer competitive benefits and salary will be commensurate with experience.

Qualified applicants should write, enclosing their CVs, to careers.eu@maples.com quoting reference: Dublin – Administrator – Tax Compliance Services

The Maples Group is a leading service provider offering clients a comprehensive range of legal services on the laws of the British Virgin Islands, the Cayman Islands, Ireland, Jersey and Luxembourg, and is an independent provider of fiduciary, fund services, regulatory and compliance, and entity formation and management services. The Maples Group distinguishes itself with a client-focused approach, providing solutions tailored to their specific needs. Its global network of lawyers and industry professionals are strategically located in the Americas, Europe, Asia and the Middle East to ensure that clients gain immediate access to expert advice and bespoke support, within convenient time zones.