



PR/122782 | Tax Assistant

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1523625

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 19:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Assist in preparing, drafting monthly tax reports and related documents and filing tax returns for individuals, businesses, estates, and trusts.
- Do Accounting, handling bank book, general ledger preparation.
- Calculate tax payments, including estimated taxes and extensions, management expense, ensuring timely submission to avoid penalties, administration work & drafting invoices.
- Do general affair duties, BPJS reports, review financial records, such as income statements and expenditures, to determine tax liability and identify potential deductions and credits.
- Respond to client inquiries regarding tax matters and provide clear and accurate advice.
- Communicate with tax consultants & tax authorities
- Assist in developing tax planning strategies to minimize tax liability and ensure compliance with current tax laws.
- Conduct research on complex tax issues to support tax planning and compliance activities.

Requirements:

- +3 years as tax assistant or tax staff or anything related.
- Has Brevet A & B certificates
- Minimum Diploma 3 in related field
- Proficient in using Microsoft Excel & knowledge in taxation and related field
- Able to speak English will be a plus point

Company Description