



Tax Reporting Officer

Location: Guernsey

The Role

The Tax Reporting Officer will support the Tax Reporting team in the effective administration, monitoring and processing of client tax information, while assisting with the preparation of client tax reporting data.

Key Responsibilities:

- Assist with the collection and organisation of data required for client tax reporting across the Channel Islands business
- Support the review of client onboarding documentation to ensure all required tax documentation is held and complete
- Assist with AML and periodic reviews to ensure appropriate tax documentation is maintained as well as identify any outstanding requirements
- Review exception reports and escalate anomalies or issues identified to senior members of the Tax Reporting team
- Assist with the collection, review and validation of W series forms for account holders investing in US securities
- Maintain accurate client records for QI, FATCA and CRS purposes.
- Assist with the preparation of reporting data required for QI, FATCA and CRS submissions within regulatory deadlines
- Respond to routine tax reporting queries from client-facing departments and escalate more technical matters where appropriate
- Assist with reconciliations and verification reviews of tax reporting data received from service providers
- Support the preparation of information required for audits and regulatory reviews.
- Assist with ongoing system, operational and procedural processes relating to tax reporting requirements
- Build effective working relationships with colleagues across the business and supporting the wider Tax Reporting team as required
- Undertake other duties, tasks and projects as directed by line managers from time to time in order to support the business

Other Responsibilities:

- Good working knowledge of MS Office applications including Excel, Word and Outlook
- Strong attention to detail and ability to work accurately to deadlines
- Good organisational and communication skills
- Willingness to learn and develop knowledge of tax reporting regimes including QI, FATCA and CRS
- Ability to prioritise workload and work effectively within a team environment
- Flexible and adaptable approach to changing business requirements