

# Fund Tax Administrator

Job number: 851926



## Scope of the role:

The Global Fund Tax Department of Franklin Templeton is responsible for managing the tax compliance and planning for all Franklin Templeton funds and products globally. The department consists of teams located in the US, Canada, Singapore, India and different European locations (Edinburgh, Luxembourg, Poznan).

## Working with us, you will be responsible for:

The Fund Tax Administrator will provide administrative support to the Global Fund Tax team and to the heads of the department. The Fund Tax Administrator will also assist with Fund Tax compliance tasks relating to Franklin Templeton funds.

- Provide administrative support to Global Fund Tax team including tracking of deadlines, managing documentation signatures and delivery, invoice processing, cost reporting, electronic filing, administration of subscriptions and data accesses, and the department business continuity plan.
- Act as a point of contact for external advisors with regards to contracts, engagement letters and invoices.
- Establish & maintain processes for the efficient administration of Fund Tax Department.
- Support members of the Fund Tax team in completing regular tax compliance tasks.
- Assist members of the Fund Tax team with coordinating projects and deliverables.
- Assist the team management with compiling management reporting.
- Provide administrative support to the VP - Global Fund Tax, including scheduling of meetings, travel arrangements etc.

## We are looking for candidates who (have):

- Bachelor's degree or equivalent work experience.
- Ideally secretarial / administrative experience in a tax or legal firm or in the financial services industry.
- Fluent in English (written & spoken), any additional language would be an asset.
- **Knowledge, skills, and abilities:**
  - Very good knowledge of business desktop applications i.e. Microsoft Word, Excel and Outlook.
  - Excellent verbal and written communication skills.
  - Strong organizational and planning skills.
  - Strong attention to details.
  - Ability to interact with staff at all levels.
  - Ability to maintain confidentiality.
  - Ability to prioritize workflow meeting deadlines.
- **Shift Work Timings - 8:00/9:00 AM - 4:00/5:00 PM**

## Benefits for you



Local work  
with global  
perspective



Attractive  
location  
in the center  
of Poznań



Medical Care and  
Life Insurance



Office gym  
and optional  
MultiSport cards



Investment  
opportunities



Company  
childcare



Charity  
events



Learning  
resources

**APPLY!**