

## Position Description. **Tax Manager**

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<b>Job Title:</b>	Tax Manager
<b>Reporting to:</b>	WebBeds CFO
<b>Department:</b>	Finance
<b>Location (primary):</b>	Global
<b>Name of hiring manager:</b>	WebBeds CFO

## Job Purpose.

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The WebBeds Tax Manager is responsible for strategically planning, implementing and managing international tax for the Webbeds global group, requiring communication with the global finance team, head office tax team, external advisors and other related professionals in the global Webbeds network.

## Key Responsibilities.

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- Responsible for corporation tax compliance in UK (including CFC, Hybrid Mismatch and Corporate Interest Restriction rules)
- Oversight of R&D activities and R&D claims in Spain, UK and Romania
- Identify, manage and oversee indirect taxes globally (with focus on Digital Services Taxes & VAT)
- Manage monthly tax calculations and tax balances for the Group
- Assist with tax reporting and cash tax forecasting for the Group
- Assist with local and Group tax audit deliverables and timely responses to auditor queries
- Assist with the Group transfer pricing process
- Manage intercompany agreements
- Monitor tax compliance globally via the Onesource platform
- Support business on M&A and finance activities from a tax and commercial perspective
- Identify potential areas of taxation risk and ensure good corporate tax governance
- Support head office with the implementation of tax policies
- Improve tax process and document processes for the Group
- Manage group's response to tax authority enquiries
- Review and ongoing monitoring of the group's cross-border arrangements (transfer pricing, permanent establishments, other)
- Support business with day-to-day tax queries as they arise
- Monitor and review tax legislative changes and provide updates to business as required
- Prepare tax related sections of board papers, internal memos, and transactional reports as required

## Level of Financial Responsibility.

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- Full level of financial responsibility

## Level of Management Responsibility.

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- Some level of management responsibility

## Required Experience and Knowledge.

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### Essential

Qualifications & Knowledge	<ul style="list-style-type: none"><li>• Qualified Professional Accounting qualification or equivalent</li><li>• Significant experience in a Tax Manager role</li><li>• Proficient at Microsoft Word and Excel</li></ul>
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"><li>• Technically strong in tax compliance and indirect taxes knowledge</li><li>• Strong communication skills both verbal and written</li><li>• Strong analytical skills with ability to analyse and interpret financial data</li><li>• Strong tax research skills</li><li>• Experienced at managing tax projects</li></ul>

### Desirable

Qualifications & Knowledge	<ul style="list-style-type: none"><li>• SAP system</li><li>• Power BI and other Microsoft tools</li><li>• Thomson Reuters - Onesource</li></ul>
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none"><li>• International tax knowledge</li><li>• Tax reporting, advisory and governance support</li><li>• ERP implementation</li><li>• Experience in supporting businesses with M&amp;A activities and restructuring</li><li>• Management capabilities</li><li>• Willingness to learn and grow</li><li>• Willingness to utilise technology to improve the tax function</li></ul>

## About WebBeds.

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Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

**Our clients** – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

**Our supplier partners** – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailor-made travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at [www.webbeds.com](http://www.webbeds.com)

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