

## Associate, Tax Reporting & Compliance II

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Company: THE BANK OF NEW YORK MELLON CORPORATION

Location: Poland

Category: business-and-financial-operations

## Associate, Tax Reporting & Compliance Representative II

### Bring your ideas. Make history.

BNY Mellon offers an exciting array of future-forward careers at the intersection of business, finance, and technology. We are one of the world's top asset management and banking firms that manages trillions of dollars in assets, custody and/or administration. Known as the "bank of banks" - % of the world's top banks work with us as we lead and serve our customers into the new era of digital.

With overyears of rich history and industry firsts, BNY Mellon has been built upon our proven ability to evolve, lead, and drive new ideas at every turn. Today, we're approximately , employees across countries with a culture that empowers you to grow, take risks, experiment and be yourself. This is what **LifeAtBNYMellon** is all about.

This role is located in Wroclaw, Poland.

### Job title in contract: Associate, Tax Reporting & Compliance Representative II

#### Responsibilities:

Maintain oversight and awareness of all tax related service and satisfaction indicators; identify areas of concern and opportunities for improvement, agree action plan and timeframes with the client and you team leader and deliver on this plan.

Handles all tax related queries from the client and provides full-scope and high-quality replies to queries by anticipating client's further questions and by performing in-depth investigations such queries can come either directly from the client or from client representatives in different locations. These queries can either be over the phone, by email or using different

BNY Mellon systems.

Assist clients in the documentation management, by pre-filling required documentation – if applicable/authorised – and monitoring the processing of these documents

Analyse reclaim reports and pro-actively advises clients of outstanding issues and status.

Actively participate to and/or pro-actively organize conference calls with clients on specific issues when necessary.

Performs monthly Health Check calls for their assigned clients and provides a written summary of issues, discussion points and relevant action tracking, to the client and team leader.

Monitor query turnaround time and provide reporting on these to management. Seek necessary information to respond to the query, assess risk and prioritize accordingly.

Ensure all relevant procedures are up to date, suggest and make changes where appropriate.

**Qualifications:**

University degree in a business discipline or the equivalent combination of education and experience is required.

years of total work experience; finance, accounting, tax reporting or analysis experience preferred.

Pro-client attitude is a must (previous client-facing experience would be an asset)

MS Office knowledge is a must (preferable MS Excel advanced user)

Solid communication skills and decision-making capabilities.

**Withholding tax knowledge is not required.**

**Our offer:**

Full time contract of employment

City Centre locations close to main railway station and flexible working arrangements

Flexible benefits package, including life and medical insurance, health screening, fitness

discount programme, employee assistance program

Award-winning Wellbeing Program supporting you with your unique health and wellbeing needs

Pension scheme

On-site childcare and a parental buddy programme

Exciting opportunities for career and global mobility

Diverse and inclusive environment

Employee Referral Program

Recognition programmes

A multitude of opportunities to get involved in charity projects and Employee Resource Groups (ERGs)

**At BNY Mellon, our inclusive culture speaks for itself. Here's a few of our awards:**

Fortune World's Most Admired Companies & Top for Diversity and Inclusion

Bloomberg's Gender Equality Index (GEI)

, Disability: IN – % score

Best Workplaces for Innovators, Fast Company

Human Rights Campaign Foundation, % score Corporate Equality Index

CDP's Climate Change 'A List'

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