



## PR/118522 | Senior Indirect Tax and Procurement Specialist

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1584375

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 06:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### DUTIES AND RESPONSIBILITIES

##### Indirect Tax Declarations

- Responsibility for accurate preparation and filing of the VAT returns and Intrastat filings and other Indirect Tax deliverables.
- Maintaining statutory deadlines (timely preparation of the returns and payments initiations, internal approvals).
- Amend prior returns to correct any past errors/issues. Gather documents and apply for appropriate refunds.
- To ensure indirect taxes are collected, and remitted to tax authorities accurately, timely, and efficiently

- Research and verify tax rates and tax codes.
- Keep up to date on current state policies on taxation and be aware of any upcoming changes in tax law.
- Maintaining tax offices websites and checking its content.
- Assist with and/or manage tax and statutory audits (preparation of files and explanations).
- Support the team for any audits or queries from the tax authorities.

#### Process Improvements & Automation

- Assist with and/or implement automation efforts.
- Work with other departments within the company to prevent or resolve indirect tax issues.
- Make recommendations for process improvements.
- Write, analyse, and updates tax software.

#### Stakeholder management

- Liaise with external parties on tax matters (tax authorities/service providers/customers).
- Liaise with internal stakeholders and act as the primary tax point of contact for the business, providing guidance regarding the application of Indirect Tax regulations.

#### Strategic Procurement Management

- Establish supplier selection, evaluation, and management processes
- Optimize supplier portfolio across Europe
- Set and achieve cost reduction targets
- Negotiate and manage long-term supplier contracts

#### Fashion Retail-Specific Procurement

- Procurement of store fixtures and display equipment
- Procurement of packaging and branding materials
- Procurement of POS systems and store operation equipment

#### Logistics & Customs Management

- Optimize import duties and manage compliance
- Supervise and streamline customs clearance procedures
- Select and manage appropriate Incoterms
- Analyse logistics costs and implement reduction initiatives

#### Compliance & Risk Management

- Conduct supply chain due diligence
- Select suppliers compliant with sustainability and ESG standards
- Ensure compliance with EU regulations
- Identify supply chain risks and develop mitigation strategies

#### Contract & Vendor Management

- Create, negotiate, and manage Master Service Agreements
- Set and monitor supplier performance KPIs
- Review and optimize terms during contract renewals
- Conduct vendor audits and quality control

#### Cross-Functional Collaboration

- Collaborate with merchandising team and Logistics team
- Work with finance team on budget management and payment terms optimization
- Coordinate needs with store operations team
- Collaborate with marketing team on promotional materials procurement

#### System & Data Management

- Operate and optimize procurement systems (SAP MM, etc.)
- Conduct spend analysis and reporting
- Visualize procurement data and manage dashboards
- Implement and manage e-procurement platforms

#### YOUR EXPERIENCE

- Minimal 10+ years of experience of the entire lifecycle of indirect taxation within an international setting
- Multi-country VAT/customs experience across Europe
- Tax qualifications or other equivalent qualification is a plus
- Retail or FMCG industry background preferred

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

#LI-JACUK #SY

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#### Company Description