

Partnering for your success – that is our motto. Would you like to be part of it? Develop professionally and personally? Then the PKF family is the right place for you!

Tax Assistant 50% (m/f)

We are a renowned, medium-sized, independent company based in Zurich and a member of a global network of auditing, tax, and fiduciary companies. We provide comprehensive advice and support to national and international companies from all sectors of the economy as well as private individuals in the areas of auditing, tax, and fiduciary services, guiding them to success.

How you can help the PKF-Family grow:

- Preparation of tax returns for individuals and legal entities
- Preparation of tax opinions
- Review and forwarding of tax invoices and assessment decisions
- Processing of documents (German/English)
- Mandate, address, and filing management, including deadline and appointment management

This is why you are successful:

- Completed commercial apprenticeship—preferably in the fiduciary sector (E or M profile)
- or training or further education in the field of taxation (e.g., tax clerk/tax specialist KV)
- Initial practical experience as an assistant in the field of taxation – also suitable for those returning to work
- Stylistically confident German
- Very good written and spoken English
- Knowledge of MS Office (Outlook, Word, Excel, PowerPoint) and Dr. Tax
- Precise, reliable, and independent way of working
- Good time management and high flexibility

The PKF-Family offers you:

- Innovative working time models and flexible working hours (annual working time / compensation for overtime)
- Location-independent working (home office) possible, modern offices in a central location
- Support for personal development and further training
- Exciting and varied activities
- Friendly and collegial team and an appreciative environment
- Attractive overall package including work-life balance

Does this appeal to you and would you like to become part of the PKF family?

Then get to know us and send your CV via email or WhatsApp (079 792 43 96) to Ms. Dominique Kipfer, Director PKF Consulting AG

PKF Consulting AG

Lavaterstrasse 40 | 8002 Zürich

Tel. 044/285 75 03 | dominique.kipfer@pkf.ch | www.pkf.ch