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**amesto**  
Global

## Manager – EMEA/ USA Statutory Compliance

📍 Barcelona (Spain)

### ABOUT US & THE POSITION

Amesto Global is a partner-led boutique firm offering bespoke solutions to companies expanding both domestically and internationally in Europe and North America. We are client focused and embrace technology in all aspects of our work practices. We work hard to automate our processes as much as possible to deliver reliable and timely information to our clients.

Due to our continuous growth we have a fantastic opportunity to join our team in Barcelona, Spain as a **Manager – EMEA/ USA Statutory Compliance**. In this role, you will be responsible for coordinating with Amesto Global's in-country partner firms the accurate and timely preparation, filing, and coordination of tax obligations and statutory compliance requirements for our clients. This role will own the end-to-end tax calendar management across multiple jurisdictions, improve information flow with partner firms, and support financial reporting processes to meet global standards.

Additionally, the position will play a key role in corporate secretarial (CoSec) administrative tasks, supporting statutory filings, entity maintenance, and internal compliance frameworks.

### DEPARTMENTS

- Accounting & Financial Reporting Services
- Corporate Secretarial Services

### REPORTS TO

- Associate Director – Accounting & Financial Reporting Services (75%)
- Director – Corporate Secretarial Services (25%)

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### KEY RESPONSIBILITIES

#### Coordinating In-country Tax Compliance & Statutory Reporting

- Monitor and manage all tax deadlines and filing procedures outside our "in-house" countries and together with our in-country partner firms (France, Germany, Italy etc. )
- Coordinate timely and accurate preparation of tax filings and financial statements in line with local and international requirements.
- Extract required data from systems or coordinate with internal teams to gather necessary financial information.

- Liaise with partner firms to ensure deliverables are aligned and deadlines are met.
- Follow up on missing data or outstanding issues and ensure timely resolution before submission to clients.
- Conduct quality checks to improve data accuracy and consistency prior to client delivery.
- Support our in-house accounting teams with reconciliations and tax accounting entries.
- Coordinate data uploads into in-country shadow accounting systems.

- Assist with the implementation and maintenance of a centralized data exchange platform to streamline collaboration with partner firms and reduce dependency on email or Excel-based processes.
- Maintain Xero Practice Manager (XPM) and ensure it reflects up-to-date filing and workflow status.
- Systematically archive all relevant documentation in client folders for audit trail and compliance purposes.
- Support ad-hoc tax tasks, including creating customized tax calendars for clients.

### Corporate Secretarial

- Prepare and file statutory filings including:
  - Annual reports (or local equivalents) in the UK, Ireland, the US, and Spain.

- Confirmation statements in the UK.
- Franchise tax returns in the US.
- Ultimate Beneficial Ownership (UBO) filings across all relevant jurisdictions.
- Conduct corporate “health-checks” in Ireland and support compliance reviews.
- Maintain and update internal company registers for all entities (UK, Ireland, US, Spain).
- Act as a back-up administrator for the internal Know Your Customer (KYC) platform.
- Perform UBO background checks using the KYC platform.
- Ensure all compliance and entity governance records are accurate and current.



## QUALIFICATIONS & SKILLS

### Required

- Degree in Accounting, Finance, Taxation, or a related field.
- 3+ years of experience in a tax, compliance, or financial reporting role (ideally with international exposure).
- Strong organizational skills with the ability to manage multiple deadlines across jurisdictions.
- Experience coordinating with external service providers or partner firms.
- Proficient in accounting and tax software (e.g., XPM, Xero).
- Familiarity with European tax regulations and corporate compliance obligations.
- Good command in English, with a preferred 2nd or 3rd language (French, German or Spanish)

### Desirable

- Experience implementing or managing a data exchange/automation tool.
- Knowledge of shadow accounting systems and reconciliations.
- Previous experience in a multinational or professional services environment.
- Understanding of KYC/UBO procedures and entity governance.

## KEY COMPETENCIES

- Proactive and self-motivated with a strong sense of ownership.
- Detail-oriented with high standards for quality and accuracy.
- Strong interpersonal skills; able to work cross-functionally and with external partners.
- Ability to prioritize, manage complexity, and meet strict deadlines.
- Solutions-focused and process improvement mindset.

## WHAT WE OFFER

- We are based in Barcelona and have flexible policy on starting times. Overtime may be required at certain periods. We pride ourselves on fostering team unity while working closely with management and fellow employees to nurture trust and build rapport with our clients.
- An opportunity to work with a diverse portfolio spanning different industries and international locations.
- Salary is negotiable based on experience.
- Benefits package and hybrid working available.

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## APPLICATION DETAILS

If you are interested in joining our team, please send your application letter and resume to us at:

[hrire@amesto.com](mailto:hrire@amesto.com)

For more information on Amesto Global, visit us at: [www.amesto.global](http://www.amesto.global)

