

Job Description

Job Title: Trainee
Department: Business Tax
Reports to: Manager
Based at: London Based
Contractual Hours: Standard 9:30am to 5:30pm

Purpose of the role:

Working both autonomously and as part of an established team focussing on providing tax services to a variety of industry sectors. You will be client facing, show willingness to work as part of a team and be able to meet deadlines. You will also work towards attaining the ACA qualification.

Essential Job Functions

Duties and responsibilities would include the following:

- This role entails casework handling clients
- Dealing with tax compliance issues
- Dealing with correspondence to and from HM Revenue & Customs

This list is not exhaustive and may vary from time to time.

Work Based Competencies

- Attention to detail and have good numerical and grammar skills
- Competent using word, excel and Microsoft outlook

Behavioural Competencies

- The person will be self motivated with a flexible approach
- Team player
- Ability to work to deadlines
- Ability to multitask
- Good communication skills essential, being able to communicate with all levels externally and internally and respond to client needs

Academic Requirements

Highly motivated with a strong academic background including:

- Expecting or achieved a 2.1 degree in any discipline
- Minimum of 300 ucas tariff points from 3 A' Levels or equivalent
- 6 GCSE's grade B and above including Maths and English

Package

- Holiday – 20 days plus bank holidays
- Life Assurance cover
- Employee Assistance Programme

After 6 month probationary period:

- Entry into Group Income Protection Scheme
- Season ticket loan
- Opportunity to trade holiday via salary sacrifice

The Firm

haysmacintyre's award winning charities team is one of the largest in the country, acting for over 600 charity clients. We take our work in the charity sectors very seriously and our clients in these sectors represent 40% of our firm's annual fees.

The quality of our service to clients is best evidenced by the results of the annual Charity Finance Audit Survey. We are proud to have been ranked in the top three firms for "Overall Service" and "Charity Expertise" for eight consecutive years. In the 2014 survey, we were voted number one for the "Charity Expertise" award.

In 2014, we were named Mid-Tier Firm of the Year by The British Accountancy Award. This award recognises client service, quality of delivery, people, innovation and commitment to the sectors we service.

Further information is available on our web site www.haysmacintyre.com