

## **Job Description**

**Job Title:** Manager  
**Department:** Business Tax Department  
**Report to:** Business Tax Partners  
**Contractual Hours:** Standard 9:30am to 5:30pm  
**Salary:** Market rate

## **General Summary**

You will be a member of a growing corporation tax specialist team focusing on providing pro-active corporation tax services to a wide range of clients operating in a variety of industry sectors, including owner managed businesses. You will need to be client facing, show willingness to work as part of a team and be able to meet deadlines.

## **Essential Job Functions**

Duties and responsibilities would include the following:

- Managing the corporation tax compliance process for a portfolio of corporate clients including both standalone clients and groups
- Tax advisory to partners and clients including:
  - structures – company, LLP, etc
  - restructuring
  - research and development tax relief
  - group tax planning
  - international matters
  - venture capital tax reliefs
  - share schemes and valuations
  - corporate and property acquisitions and disposals
  - tax sections due diligence reports
- Identifying tax efficient opportunities for clients and liaising with partners on implementing those opportunities
- Responsible for managing billing and work in progress
- Team responsibilities including line management for junior staff and assisting in development, training and the appraisal process for sub team staff
- Involvement in business development of the firm including attending networking events and opportunity to join a sector group

## PERSON SPECIFICATION

### Work Based Competencies

- Has previously managed a client portfolio including groups
- Ideally be CTA qualified
- Good Microsoft skills, outlook, excel, word
- Alpha tax knowledge preferred

### Behavioural Competencies

- Deliver work to a high standard and willingness to provide an excellent client service
- Able to demonstrate good client focused skills, ability to work unsupervised, work within a team, influence and negotiate
- Excellent communication skills essential, being able to communicate with all levels externally and internally
- Show creativity with desire to identify possible tax opportunities and potential pitfalls

### Package

- Salary – market rate
- Holiday – 25 days plus bank holidays
- Life Insurance Scheme

After 6 month probationary period:

- entry into Group Income Protection Scheme
- Pension – 5% non contributory Group Personal Pension
- Season ticket loan
- Opportunity to trade holiday via salary sacrifice
- Childcare vouchers
- A non-discretionary bonus, which will pay a set percentage of earnings if the Firm's minimum turnover target is met

## The Firm

haysmacintyre is a 33 partner firm of Chartered Accountants and business advisers with around 180 staff, delivering a wide range of specialist services from a single location in central London.

The mission statement of the Firm is to be recognised as business advisers to the SME community. Our marketing strategy, which has recently been reviewed and updated, concentrates on a number of key sectors: corporates (real estate, creative, media and technology, financial services and hospitality), charities/not for profit organisations (schools and education, professional and membership associations, religious, care, arts and international) and private clients.

haysmacintyre are 2014 winners of the Mid-Tier Firm of the Year. Our services include audit, business tax, corporate finance, personal tax and financial services, VAT, business support, employer support, company secretarial, IT and other advisory services.

haysmacintyre are joint owners of MSI, an international alliance in legal and accounting firms, with over 250 firms in 105 countries.

Further information is available on our web site [www.haysmacintyre.com](http://www.haysmacintyre.com)