

## Job Description

<b>Job Title:</b>	Tax Senior
<b>Department:</b>	Corporate Tax Department
<b>Reports to:</b>	Corporation Tax Managers/Directors/Partners
<b>Based at:</b>	London Based
<b>Contractual Hours:</b>	Standard 9:30am to 5:30pm
<b>Salary:</b>	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:

- Corporation tax compliance work on a portfolio of clients including both standalone companies and groups
- Liaising with HMRC on queries into tax returns
- Basic introduction to tax advisory work, under the supervision of managers, to partners and clients including
  - research and development tax relief
  - group tax planning
  - venture capital tax reliefs
  - share schemes and valuations
  - Preparation of the tax sections of due diligence reports
- Completion of EMI and EIS/SEIS documentation
- Assisting managers with billing and managing work in progress on portfolio of clients

### Person Specification

#### Work Based Competencies

- Qualified/Part Qualified Chartered Accountant (ACA/CA or equivalent), either working in a corporation tax role or with exposure to Corporation tax in a general practice role. Alternatively, the candidate can have relevant corporation tax experience qualified at least to ATT level.
- Has previously managed a client portfolio would be preferred but not essential
- Good Microsoft skills, outlook, excel, word

- Knowledge of Alphatax preferred but not essential

### **Behavioural Competencies**

- Self-motivated individual.
- Able to deliver work to a high standard and meet internal and external deadlines.
- Displays good organisational and time management skills and the ability to run and manage a client portfolio.
- Able to demonstrate good client focused skills, the ability to work unsupervised within a team environment and can influence and negotiate.
- Good communication skills essential, being able to communicate with all levels externally and internally.
- Aware of own personal development and contributes towards it. Training and study support will be available where applicable



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