

## Tax Administrator

Chandler's Ford, Hampshire, 37.5 hours per week

We are a firm of Chartered Accountants based in Chandlers Ford, Eastleigh, with over 70 staff. We are looking to recruit a Tax Administrator to join our growing Tax Department.

This is an entry-level role, and no previous tax or accountancy experience is required. The role will initially focus on administrative/compliance-based tasks, supporting the wider tax team, but offers a clear pathway into a more technical tax role over time. This role would suit someone who is organised, detail-focused, and keen to build a long-term career in tax within a professional practice environment.

### The Ideal Candidate

- ❑ Strong attention to detail and a high level of accuracy
- ❑ Good organisational skills and ability to manage routine tasks and deadlines
- ❑ Clear written and verbal communication skills
- ❑ GCSE Maths and English grade 6 or equivalent
- ❑ Willingness to learn and develop within a professional environment
- ❑ A positive, reliable and team-focused approach
- ❑ Basic IT skills, including Microsoft Office
- ❑ Flexibility regarding working hours in line with department deadlines
- ❑ Interest in tax, accountancy or a professional services career (not essential)
- ❑ Previous office or administrative experience (not essential)

### About The Role

- ❑ Maintaining accurate records of tax return status and client correspondence
- ❑ Assisting the tax team with collating information required to prepare clients' tax returns
- ❑ Chasing clients for outstanding information
- ❑ Submitting approved tax returns to HMRC within required deadlines
- ❑ Managing annual Anti-Money Laundering (AML) compliance requirements for clients
- ❑ Assisting with enhanced due diligence procedures
- ❑ Ensuring AML records are complete
- ❑ Learning to prepare basic tax returns under supervision as experience develops

### Why HWB?

- ❑ Entry-level opportunity with no prior experience required
- ❑ Structured on-the-job training within a supportive tax team
- ❑ 20 days plus 8 bank holidays, further entitlement will accrue of one day per additional years' service up to 25 days.
- ❑ Holiday Purchase Scheme.
- ❑ Private Medical Insurance (terms and conditions apply).
- ❑ Contributory Pension Scheme.
- ❑ Life Assurance.
- ❑ Free Parking.