

Assistant Tax Compliance Manager

Job Specification

Summary of Key Tasks

- ❑ Assist the Tax Compliance Manager with Overseeing the entire Tax Return programme, comprising of personal, partnership and trust Returns.
- ❑ Be responsible for preparing a portfolio of Tax Returns allocated to you.
- ❑ Ensure completion of the Tax Returns on a timely basis, so that they are completed efficiently and within agreed KPIs.
- ❑ Ensure the smooth flow of work through the department, wherever possible avoiding bottlenecks and slack periods.
- ❑ Assist with ensuring all clients are contacted and reminded to forward the appropriate information and make tax payments.
- ❑ Assist with reviewing Tax Returns produced by junior members of the tax department.
- ❑ Identify areas requiring the introduction or amendment of formal procedures.
- ❑ Respond to queries from potential new clients and provide quotes for compliance work.
- ❑ Regular liaison with the Tax Compliance Manager regarding progress on the portfolio of Tax Returns and any other ongoing tasks.
- ❑ Maintain up to date, relevant technical tax knowledge.
- ❑ Identify and communicate tax planning opportunities.
- ❑ Assist with oversight of the MTD for IT process, including monitoring which clients fall into this process and if they have received the requisite correspondence, as well as assist with the process for completing quarterly MTD Returns.
- ❑ Assist with the debrief after the annual tax programme, and planning improvements to the process.
- ❑ Any other tasks as agreed with your line manager.

Person Specification

The ideal candidate will have;

- ❑ ATT/ CTA qualification.
- ❑ A minimum of 3 years' experience of working within a Personal Tax department.
- ❑ Excellent communication skills and be good at building relationships.
- ❑ An organised and methodical approach to workload. Able to manage deadlines and prioritise competing demands on time.
- ❑ A strong understanding of HWB processes and procedures.
- ❑ Good IT skills. Prior knowledge of Iris software would be an advantage but is not essential.