

Personal Tax Senior

Chandler's Ford, Hampshire

Salary depending on experience

An established and successful accountancy firm in Chandlers Ford, we provide accountancy, audit and taxation services to both individuals and companies. We take great pride in providing clients with exceptional results, offering a consistent and proactive service to all.

The 'ideal' Personal Tax Senior will be currently working in a practice based tax department specialising Personal Tax. The role will involve you proactively managing a large and varied portfolio of Tax Returns. You must therefore be confident and articulate in order to communicate effectively with a range of clients.

The Ideal Candidate

- ❑ ATT qualified with a minimum of 2 years qualified experience. We would also welcome applications from CTA qualified candidates.
- ❑ Experience of managing a Tax Return portfolio and ideally have experience of reviewing Tax Returns prepared by junior staff.
- ❑ Good attention to detail and be able to correctly calculate tax liabilities.
- ❑ Organised and methodical approach to workload. Able to manage deadlines and prioritise competing demands.
- ❑ Be a confident communicator and be good at building relationships.
- ❑ Value a team working environment and be able to work independently with limited guidance.
- ❑ Good IT skills. Prior knowledge of Iris software would be an advantage but is not essential.

Summary of Key Tasks

- ❑ Manage a portfolio to ensure the timely completion of personal and partnership Tax Returns, within the procedures set, to ensure they are completed efficiently. Ability to prepare other types of Returns, such as Trust Returns.
- ❑ Contact clients and remind them to forward the appropriate Tax Return information. Liaise with internal departments, HMRC and third parties to obtain information, as required.
- ❑ Ensure that the client's tax liability is correctly calculated and the client is advised and reminded accordingly.
- ❑ Proficient written and verbal communicator, as direct client contact is a key part of the role.
- ❑ Assist in reviewing the work of other team members.
- ❑ 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 tax planning projects and other duties, as delegated to you by a Tax Manager. Training will be provided as required.

We'd love to hear from candidates with the right skill set and qualifications who agree with us that this sounds like a great place to work.