

Job Title: Corporate Tax Assistant

Location : Thorpe Park, Leeds

Salary Range: a competitive package of salary and benefits, including 25 days holiday, death in service cover, private medical insurance and 5% pension (after minimum service)

Reporting to: Partner and Manager

The Role

The Tax Advisory Partnership (TAP) is a successful and fast growing specialist tax advisory firm with Offices in Leeds and London.

From our office in The City we provide a comprehensive range of tax services for private clients and their families and businesses, with a particular focus on International aspects relevant to UK taxation. We also offer US tax services to US citizens living in the UK.

Our Leeds Office, which is where this new opportunity arises, has a similarly international and specialist tax advisory focus, albeit aimed particularly at the corporate tax arena. Having doubled the corporate tax business in the last year, we now have an opportunity for a highly motivated individual to join that Corporate Team as a tax assistant and become part of an exciting, fast growing tax advisory firm.

We are looking for an enthusiastic, self-motivated individual with a basic accounting, business and tax knowledge (further training and qualifications would be supported). The role would involve assisting with the preparation of corporation tax computations, returns and the tax numbers to be included in clients' financial statements, as well as assisting with tax technical advice on a wide range of transactions and tax projects. There will be the opportunity to build client relationships, manage clients' tax positions and take on responsibility for communications with clients and the tax authorities.

Good career progression opportunities exist for the right candidate.

Responsibilities

- Along with the Manager, assume responsibility for maintaining a portfolio of corporate clients
- Preparation of corporation tax computations and returns
- Communicating directly with clients via email and phone, with a view to becoming the primary point of contact over time
- Answering telephone and email queries from clients and other team members, and undertaking technical research
- Attending client meetings to discuss new and ongoing work
- Responsibility for managing the year-end compliance process for existing clients and ensuring deadlines are met
- Updating the Manager on a regular basis as to current workload to ensure tasks are correctly prioritised and allocated

- Undertaking risk assessment for any unusual or high-risk work and communicating with the Partner and Manager to ensure this is managed appropriately
- Developing client relationships to encourage referrals to the business
- Involvement with consultancy and research projects on an ad-hoc basis
- Continually maintaining and developing own technical knowledge and skills to ensure compliance with current corporate tax legislation

Experience and personal qualities

- Basic accounting knowledge, perhaps some way into an accounting or tax qualification
- Some experience of working in a client-facing tax environment and advising clients on corporate tax matters, whilst building and developing relationships with them
- Good interpersonal and communication skills, as well as excellent written skills
- Able to prepare work autonomously with minimal supervision
- Accurate, with a good eye for detail and able to self-review work
- Able to manage own time and workload, and work to fixed deadlines
- Basic proficiency in Microsoft office products, particularly Excel
- The ability to work as part of a team whilst still being self-motivated

