

LandFamilyBusiness

Tax Assistant

Essential Skills

- Preparation of self-assessment tax returns and related tax calculations for individuals and partnerships using the firm's software, for review by a senior member of staff. All related correspondence with clients, HM Revenue & Customs and third parties as required. Monitoring and working to related deadlines.
- Completion of business tax computations, corporation tax computations and corporation tax returns using the firm's software, for review by a senior member of staff. Dealing with corporation tax compliance related matters, monitoring and working to related deadlines. All related correspondence with clients, HM Revenue & Customs and third parties as required.
- Provide support in dealing with telephone calls, client meetings and general office administration, where required. Carry out any other duties to meet with the needs of the business.
- Demonstrate application of knowledge gained during studying for professional qualifications and/or research using the firm's reference material and/or internal training to client work.
- Demonstrate ability to communicate with senior team members effectively.
- Ensure internal and risk management procedures of the firm are adhered to including adherence to the tax department procedures.
- Ensure all tax permanent and compliance files are prepared in line with the firm's guidance and regularly maintained.
- Demonstrate ability to manage own time and work towards deadlines set both externally and within the firm.

Desired skills

- ATT qualified/or relevant experience in public practice.
- Provide support on planning projects and researching technical issues on tax advisory work. Drafting clear concise and accurate advisory letters for review by a senior member of staff.
- Understand the commercial implications of actions relating to productivity, recoverability, fee income and client service and assisting with the billing process as appropriate.

- Demonstrate understanding of client portfolio, reacting proactively to correspondence and ensuring senior members of staff are supported.
- Produce work that requires little amendment and demonstrate ability to work on complex client cases.
- Work with other departments and tax team members to ensure joined up service and “one team” approach. Regard to be given to other team members workloads and deadlines.
- Experience of the agriculture sector would be an advantage.

We offer:

Competitive salary

Pension contribution

Buy and sell up to 5 days holiday a year

Life assurance x 4 basic salary

Child care vouchers

Employee Assistance Program

Training

Group income protection

To discuss further, please contact Carol Walton in the first instance on 01480 445490 or email carol.walton@landfamilybusiness.co.uk.

This job description is to be used as a guide for the expectations of your role and it may be that you have specific additional responsibilities that are not listed above. Any decisions regarding promotion based on job performance are made at the directors' discretion.