

## Job Description

<b>Job Title:</b> Tax Associate		
<b>Team:</b> Tax	<b>Reports to:</b> Tax Manager	<b>Level:</b> One
<p><b>Purpose:</b> To assist the Tax team with the preparation of personal, trust and company tax returns, is motivated to perform, is committed to effective client service and the quality of work meets the company's ethical and professional standards and supports organisational success.</p>		
<p><b>Responsibilities and Accountabilities:</b></p> <ul style="list-style-type: none"> <li>Assists in the preparation of personal, trust and company tax returns for local and UK entities, corresponding by letter, email and telephone, ensuring accuracy and timely preparation to meet deadlines, ensuring the file is completed to a high standard before submission for review, clearly highlighting any issues and endeavours to exceed client expectations.</li> <li>Assists in preparation of supporting schedules by analysing backing documentation in a complete and thorough manner.</li> <li>Responsible for the checking of assessments, statements of account and surcharge notices for accuracy and highlighting any anomalies.</li> <li>Liaising with authorities regarding tax and social security queries and responding in an efficient and timely manner, developing knowledge over time and increasing confidence to deal with more complex issues.</li> <li>Develops an understanding of the firm's products and services and the client base to ensure client retention and growth.</li> <li>Acts as an ambassador of the firm, building relationships and promoting the firm at every opportunity to facilitate new business opportunities.</li> </ul>		
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Has excellent interpersonal and communication skills and has the confidence to deal with people at all levels.</li> <li>Has the ability to apply knowledge and experience and display initiative and lateral thinking coupled with the ability to solve routine problems and analyse data from a variety of different sources.</li> <li>Is a team player but also has the confidence to work alone on small engagements coupled with a flexible attitude and a proactive approach to work and be willing to work additional hours to meet deadlines as necessary.</li> <li>Possesses excellent organisational and time management skills.</li> <li>Is motivated to perform and committed to effective client service.</li> <li>To have attention to detail to ensure that the quality of work meets the company's ethical and professional standards and supports organisational success.</li> </ul>		
<p><b>Qualifications/Experience:</b></p> <ul style="list-style-type: none"> <li>Graduates, or equivalent (2:1 or above, or equivalent) or A Levels or equivalent.</li> <li>Ideally, one year work experience in trust and company administration, or other financial services experience.</li> <li>Must be willing to undertake studies towards a relevant professional qualification.</li> </ul>		