



## Job Description

<b>Job Title:</b> Tax Assistant Manager		
<b>Team:</b> Tax	<b>Reports to:</b> Director	<b>Level:</b> Two
<b>Purpose:</b> To assist the Tax Director to ensure the effective and efficient running of the Jersey tax compliance department by ensuring the team is motivated to perform, committed to effective client service and to ensure that the quality of work meets the company's ethical and professional standards and supports organisational success.		
<b>Responsibilities and Accountabilities:</b> <ul style="list-style-type: none"><li>• Responsible for the day to day management of the tax compliance function.</li><li>• Ensures all internal processes within the department are followed to ensure tax compliance deadlines are met, work turnaround times are good and all technical points are addressed.</li><li>• Arranges and chairs regular team meetings with Tax Seniors regarding tax compliance issues (approaching deadlines, turnaround times, management of work flows etc.).</li><li>• Liaises with the Tax Director on a regular basis regarding the status of compliance clients</li><li>• Responsible for ensuring work prepared by the compliance team is reviewed by the appropriate person, to include first or second review of work undertaken by Tax Seniors and Tax Associates.</li><li>• Takes ownership of the monitoring of advisory work relating to compliance clients and ensures efficient and timely service, assists the Tax Director and Manager with the delegation of this work.</li><li>• To assist the Tax Director with the technical development of Tax Seniors and Tax Associates and ensuring knowledge gaps are highlighted and addressed</li><li>• Is the main contact for the Business Advisory department, manages the turnaround of files and ensures all matters are addressed on a prompt and commercial basis.</li><li>• Assists the Tax Manager with monitoring of the department's WIP. Takes responsibility for collation of monthly WIP provisions and ensuring WIP provision deadline is met.</li><li>• Fully understands the firm's products and services and identifies opportunities to cross-sell, understands client base and is able to build relationships to ensure client retention and growth.</li><li>• Works in conjunction with the Tax Co-ordinator to ensure that risk reviews are undertaken of tax compliance clients, as required.</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>		
<b>Skills:</b> <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 non-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 engagements.</li><li>• Has a flexible attitude and a proactive approach to work and is 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>• Has attention to detail to ensure that the quality of work meets the company's ethical and professional standards and supports organisational success.</li></ul>		
<b>Qualifications/Experience:</b> Has at least four years relevant experience and holds a relevant professional qualification.		