

## Job Description

<b>Job Title:</b> Tax Senior		
<b>Team:</b> Tax	<b>Reports to:</b> Tax Manager / Tax Director	<b>Level:</b> Two
<p><b>Purpose:</b>            To assist the Tax team with the preparation of Guernsey and UK personal and company tax returns.            To assist the Tax Managers/Directors in providing advisory services. To be part of a team that is motivated to perform, and committed to provide, 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>• Responsible for own portfolio of clients (mix of basic with some more complex clients), with assistance and guidance from a Tax Manager/ Tax Director.</li> <li>• Preparation of personal and company tax returns for Guernsey and UK, and 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>• 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>• Takes ownership of more advisory/research work, with the relevant management support.</li> <li>• Monitors own WIP and ensures a positive contribution is made to departmental billings.</li> <li>• Fully understands the firm's products and services and identifies opportunities to cross-sell and understands client base and is able to build relationships 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 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 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 and the ability to solve non routine problems and analyses data from a variety of difference sources.</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> <p>Has at least two years relevant experience, and holds a relevant professional qualification.</p>		