

Job Description

Job Title: Tax Administrator		
Team: Tax	Reports to: Tax Manager	Level: 1
Purpose: To provide support to the Tax Guernsey team.		
<p>Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> • Draft bills including printing WIP reports, completing analysis of time spent and entering appropriate narrative • Maintain the department's Orderbook including adding details of all new business quotes, entering details of all bills issued and ensuring all relevant information is correctly rolled forward each year • Completing risk reviews on all clients as and when required including maintaining the Risk Review Register and acting as the first point of contact for any queries regarding outstanding reviews • Printing and reviewing tax assessments received from the Income Tax Office and drafting correspondence to the client where required • Proactively monitoring client and job codes to ensure they are closed and relevant files archived in a timely manner • Keeps a track of new client take on and liaises with the new business administrator to ensure client take on is completed in a timely manner and preparing engagement letters once take on has been completed • Formatting reports, preparing and printing letters sending out bills, tax returns and advice etc. as required • Organising, arranging and coordinating meetings and other general diary management responsibilities • Responsibility for ordering all relevant publications as and when required to ensure the Tax Library is up to date • Handling external or internal communication • Sorting and distributing incoming and outgoing post • Any other ad hoc tasks as and when required 		
<p>Skills:</p> <ul style="list-style-type: none"> • Has excellent interpersonal and communication skills and confidence to deal with people at all levels • Proficient in Word, Excel and PowerPoint • Has excellent attention to detail and accuracy and the ability to resolve queries and issues confidently and successfully • Has good time management and organisational skills with a pragmatic, solutions focused approach • Is able to work independently as well as part of a team • Maintains the highest professional standards at all times • Confident individual with a proactive attitude • Must be able to multi-task and keep calm under pressure 		
<p>Qualifications/Experience:</p> <ul style="list-style-type: none"> • A minimum of 3 years' experience in an administration role. Experience of working in a Tax department is desirable. 		