

Job Description

Job Title:	Manager
Department:	Business Tax
Reporting To:	Business Tax Partners
Contractual Hours:	Standard 9:30am to 5:30pm, Monday to Friday

You will be a member of a growing corporation tax specialist team focusing on providing pro-active corporation tax services to a wide range of clients operating in a variety of industry sectors, including owner managed businesses. You will need to be client facing, show willingness to work as part of a team and be able to meet deadlines.

The Role

Duties and responsibilities would include the following:

- Managing the corporation tax compliance process for a portfolio of corporate clients including both standalone clients and groups;
- Tax advisory to partners and clients including:
 - Structures – company, LLP, etc.;
 - Restructuring;
 - Research and development tax relief;
 - Group tax planning;
 - International matters;
 - Venture capital tax reliefs;
 - Share schemes and valuations;
 - Corporate and property acquisitions and disposals; and
 - Tax sections due diligence reports.
- Identifying tax efficient opportunities for clients and liaising with partners on implementing those opportunities;
- Responsible for managing billing and work in progress;
- Team responsibilities including line management for junior staff and assisting in development, training and the appraisal process for sub team staff; and
- Involvement in business development of the firm including attending networking events and opportunity to join a sector group.



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMIC

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.

Person Specification

- Deliver work to a high standard and willingness to provide an excellent client service;
- Able to demonstrate good client focused skills, ability to work unsupervised, work within a team, influence and negotiate;
- Excellent communication skills essential, being able to communicate with all levels externally and internally; and
- Show creativity with desire to identify possible tax opportunities and potential pitfalls.

Work-Based Competencies

- Has previously managed a client portfolio including groups;
- Ideally be CTA qualified;
- Good Microsoft skills, outlook, excel, word; and
- Alpha tax knowledge preferred.



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMIC

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.