

## Job Description

<b>Job Title:</b>	Assistant Manager
<b>Department:</b>	Business Tax Department
<b>Reporting To:</b>	Business Tax Manager and Partners
<b>Contractual Hours:</b>	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 a portfolio of clients including both standalone companies and groups;
- Reviewing computations prepared by other members of staff and taking responsibility for the timely delivery of a high-quality service to clients;
- Reviewing letters and computations prepared by other members of staff;
- Liaising with HMRC on queries into tax returns;
- Tax advisory with managers and partners to clients including:
  - research and development tax relief;
  - structures – company, LLP, etc.;
  - restructuring;
  - group tax planning;
  - international matters;
  - share schemes and valuations;
  - venture capital tax reliefs; and
  - tax due diligence reports.
- Completion of EMI and EIS/SEIS documentation.

### Person Specification

- Deliver work to a high standard and meet deadlines;
- Able to demonstrate good client focused skills, ability to work unsupervised, work within a team, influence and negotiate; and
- Excellent communication skills essential, being able to communicate with all levels externally and internally.



#### 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.

## Work-Based Competencies

- Has previously managed a client portfolio including groups;
- Will already had some involvement with providing advisory work;
- Good Microsoft skills, outlook, excel, word; and
- Alpha tax knowledge preferred.



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