



## Job Description Proforma

<b>Job Title</b>	Tax Disputes and Disclosures – Senior
<b>Job Grade</b>	E02
<b>Office location</b>	London
<b>Department</b>	Tax Disputes and Disclosures (TDD)
<b>People Manager</b>	Matthew Watkins
<b>Office Principal</b>	Robin Hopkins
<b>Service Line Head</b>	Matthew Watkins/Craig Hughes
<b>Works Closely With</b>	All service lines
<b>Number of Direct Reports</b>	0
<b>Overall Purpose of Role</b>	<p>Menzies is committed to growing the Tax Disputes and Disclosures offering under the leadership of the TDD Tax Director. We are looking for a talented and self-motivated TDD Senior to join a successful tax dispute resolution team.</p> <p>The successful candidate will work closely with the TDD Tax Director to meet existing client service commitments.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Confidently manages a portfolio of TDD cases at all stages from client onboarding through to settlement.</li><li>• Reporting to the TDD Director for each assignment, whilst taking responsibility for more complex tax disclosure cases including COP9, WDF, DDS etc.</li><li>• As appropriate to the circumstances, producing letters and reports to HMRC, including all computational aspects of the report, with minimal support from the TDD Director.</li><li>• Negotiating with HMRC as appropriate</li><li>• Participating in Alternative Dispute Resolution (ADR) settlement meetings.</li><li>• Managing client relationships and providing relevant quotes to clients. Clients in this context can include other accountants acting for the taxpayer.</li><li>• Understanding client needs and communicate with them in layman's terms where appropriate.</li><li>• Liaising directly with clients, contacts and other parties to ensure timely provision of information and work is done according to desired timescales.</li><li>• Responsible for controlling WIP on allocated jobs, including billing and debt collection.</li><li>• Managing and delegating effectively to junior staff when required.</li><li>• Assisting in the production of technical material and/or marketing initiatives such as writing articles, blogs and update website.</li><li>• Assisting in the preparation and or being involved in the delivery of presentations and training courses.</li><li>• Building good working relationships with internal and external colleagues, maximising cross-selling opportunities.</li></ul>



	<ul style="list-style-type: none"><li>• Keeping up-to-date with developments in all relevant technical areas and general economic climate.</li></ul>
<b>Job Profile</b>	
<b>Required Qualifications</b>	(Ex-HM Inspector of Taxes; ACA and/or CTA; lawyer or paralegal with relevant experience)
<b>Required Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Relevant tax dispute resolution experience, and experience of dealing with senior HMRC investigators and management.</li><li>• Self-motivated and able to apply relevant skills to new scenarios.</li><li>• Aware of personal development and contributes towards it.</li><li>• Competent at using MS Office; Word and Excel.</li></ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"><li>• Strong organisational and time management skills.</li><li>• Proven planning and prioritising skills.</li><li>• Able to meet deadlines, multi-task and work under pressure with accuracy and focus.</li><li>• Able to balance a range of priorities, differentiating the urgent from the important.</li><li>• Able to demonstrate problem-solving skills.</li><li>• Excellent communication skills, both verbal and written.</li><li>• Able to influence internal / external clients and colleagues.</li></ul>
<b>Required Work Experience</b>	<ul style="list-style-type: none"><li>• Experience in a Tax Dispute Resolution or similar team.</li><li>• HM Revenue &amp; Customs</li></ul>
<b>Travel Requirements</b>	<ul style="list-style-type: none"><li>• London based – occasional requirement to travel to other offices and meet clients at various locations.</li></ul>
<i>N.B. This job description outlines the types of responsibilities the successful candidate will be required to perform. The successful candidate may be required to perform job related tasks other than those specifically presented in this job description. It is subject to regular review and will be augmented by the setting of half-yearly SMART objectives around business priorities and goals.</i>	

Signed by \_\_\_\_\_ :

Date: