



Job Description Proforma

Job Title	Senior
Job Grade	E02/E03
Office location	All
Department	Business Tax
Contractual Hours	37.5
People Manager	Tbc
Office Principal	Tbc
Service Line Head	Richard Godmon
Works Closely With	Business Tax Team, Audit and Accounts Team, Corporate Finance and other stakeholders across the firm
Number of Direct Reports	None
Overall, Purpose of Role	<p>The purpose of this role is to manage and oversee a portfolio of corporation tax clients managing their compliance cycle with the assistance of more senior members of the team and being involved in advisory work as and when identified and appropriate.</p> <p>This includes providing corporation tax compliance and enhanced compliance services to a portfolio of clients from various industries and working in conjunction with colleagues in other teams, offices and service lines to provide an efficient and valued service.</p>
Key Responsibilities	<p>This is a key role within the Business and Corporate tax team and the successful candidate will have initial responsibility for overseeing a portfolio of business tax related compliance functions within their designated office. The client base includes a diverse mix of owner managed companies as well as some large and international groups operating across a variety of industries. A more senior member of the team will assist with the management of this portfolio but the candidate is expected to take responsibility.</p> <p>The day-to-day work will include:</p> <ul style="list-style-type: none">• Preparing and potentially reviewing UK corporation tax computations• Monitoring reporting and payment deadlines• Working closely with audit and accounts team to advise on tax accounting entries and disclosures• Training and mentoring junior colleagues within the business tax team• Providing corporation tax compliance proposals and quotes to



	<p>prospective clients</p> <ul style="list-style-type: none">• Subject to experience, coordinating and reviewing other business tax related returns (e.g. ATED, ERS, EMI, P11Ds etc)• Managing any related correspondence with clients and HMRC• Identifying opportunities for tax planning, risk mitigation and cross-selling between service lines to ensure clients receive a proactive and effective service• Assisting with any other ad hoc projects and duties as may reasonable be required• Monitoring and managing financial performance in line with KPIs• Ensuring the Firm's technical, ethical, risk and compliance procedures are adhered to in all cases.
Job Profile	
Required Qualifications	<ul style="list-style-type: none">• Newly qualified CIOT tax adviser .• ACA working in the tax field; or• CTA qualified
Required Skills & Knowledge	<ul style="list-style-type: none">• Corporate tax technical and practical knowledge• Good knowledge of tax issues affecting OMBs and their shareholders• Knowledge of other business taxes and tax reporting processes is preferable but not essential.• Knowledge of UK accounting standards and competent in interpreting accounts and other financial information• Strong IT skills including MS Office and databases , Alphatax ideal but not essential• Strong communication and organisation skills
Required Competencies	<ul style="list-style-type: none">• Effective team player, capable of developing strong working relationships across the firm and with clients• Able to draft tax computations and advice, taking ownership of projects with guidance as required, and showing initiative and ability to self manage• Can prioritise tasks effectively and autonomously;• Demonstrates knowledge about legislative changes, and a wider commercial awareness• Actively keeps managers updated on progress of tasks, and confidently communicates with colleagues and clients• Demonstrates empathy, providing guidance to trainees, supporting the more junior members of the team• Delegates work effectively as appropriate• Demonstrates strong organisational skills• Confident in applying skills and knowledge in role• Able to work to deadlines and resilient to challenges and pressures.
Required Work Experience	<ul style="list-style-type: none">• Experience of working with corporate and entrepreneurial clients in a corporate tax compliance team.
Travel Requirements	<p>(e.g., visits to other offices, client work requiring travel/overnight stays etc.)</p> <ul style="list-style-type: none">• Travel between UK offices and to UK client premises may be



	required.
<i>N.B. This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent 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>	

Employee Name:

Signature :

Date: