



## Job Description Proforma

<b>Job Title</b>	VAT Assistant Manager
<b>Job Grade</b>	
<b>Office location</b>	Heathrow office (Staines) or London – but potentially flexible
<b>Department</b>	VAT
<b>People Manager</b>	Sean Turner
<b>Office Principal</b>	Andrew Mosby (TBC depending on location)
<b>Service Line Head</b>	Lucy Mangan
<b>Works Closely With</b>	VAT and Business Tax Teams and Outsourcing
<b>Number of Direct Reports</b>	N/A
<b>Overall Purpose of Role</b>	<ul style="list-style-type: none"><li>• To work on a portfolio of VAT clients, building relationships and identifying areas where Menzies can assist the client</li><li>• To work on the delivery of VAT advice and VAT advisory projects in conjunction with colleagues across Menzies</li></ul>
<b>Key Responsibilities</b>	<p>This is a key role within the VAT team and the successful candidate will be responsible for delivering VAT advisory services across a diverse mix of businesses as well as some large and international groups operating across a variety of industries.</p> <p>The day-to-day work will include:</p> <ul style="list-style-type: none"><li>• Ad-hoc VAT advisory</li><li>• Dealing with HMRC on a day-to-day basis</li><li>• Overseeing completion of VAT registration applications</li><li>• Completion of other HMRC forms and correspondence as necessary</li><li>• Deal with internal VAT queries</li><li>• Deal with international HLB overseas offices as required</li><li>• Involvement in monthly VAT team meetings</li><li>• Involvement in marketing and promotion of the VAT team</li><li>• Assist in the development and expansion of the VAT team</li><li>• Proactively involved in networking, proposals and growing the VAT portfolio across all offices</li><li>• Identifying opportunities for risk mitigation and cross-selling between service lines to ensure clients receive a proactive and effective service</li><li>• Training and mentoring junior colleagues within the VAT team</li><li>• Ensuring the Firm's technical, ethical, risk and compliance procedures are adhered to in all cases</li></ul>



<b>Job Profile</b>	
<b>Required Qualifications</b>	<ul style="list-style-type: none"><li>• ATT/CTA or qualified by experience</li></ul>
<b>Required Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• VAT technical and practical knowledge</li><li>• Good knowledge of VAT issues affecting all industry sectors</li><li>• Experience of large corporate and international VAT matters advantageous but not essential</li><li>• Knowledge of other business taxes is preferable but not essential</li><li>• Strong IT skills including MS Office</li><li>• Strong communication and organisation skills</li></ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"><li>• Shows initiative and an ability to self-manage, taking ownership of projects and capable of acting autonomously with support where required</li><li>• Collaborates as a team player and capable of developing strong working relationships with clients and colleagues.</li><li>• Confident in coaching and providing feedback to trainees and other junior colleagues</li><li>• Communicates effectively both in writing and verbally, leveraging support from more senior colleagues when needed</li><li>• Demonstrates empathy, takes responsibility for developing more junior staff and is supportive and collaborative in working with peers and senior colleagues</li><li>• Able to work to deadlines and resilient to challenges and pressures</li></ul>
<b>Required Work Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with corporate and entrepreneurial clients</li></ul>
<b>Travel Requirements</b>	(e.g. visits to other offices, client work requiring travel/overnight stays etc.) <ul style="list-style-type: none"><li>• Travel between UK offices and to UK client premises may be required</li></ul>
<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>	

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

Date: \_\_\_\_\_