

**JOB DESCRIPTION – MIXED TAX SENIOR**

*Please send all applications including cover letter/email and CV to:*

[**theteam@horsfield-smith.co.uk**](mailto:theteam@horsfield-smith.co.uk)

Position: Full-time or part-time

Hours: Between 30 and 37 hours per week

Salary: To be agreed

As a forward-thinking firm of Chartered Accountants and Business Advisors, we are looking to recruit a mixed tax senior to join our successful tax team. The role will involve providing efficient tax services to numerous clients covering diverse sectors. In addition, you will be expected to work with other members of the Business services team to provide effective tax support our business services team to ensure effective advice is provided to clients.

Providing compliance services to a quality client base in Bury and surrounding regions, the role involves dealing with a portfolio of clients and assisting the team where required including reviewing of tax returns and straightforward advice.

This includes monitoring deadlines on behalf of clients and maintaining information and other resources electronically and occasionally manually. You must make sure that relevant records are up to date and meet GDPR requirements at all times.

**The role in brief:**

* Working with a portfolio of companies and individuals including compliance work, managing the process through to submission of tax returns and some client contact on day to day compliance matters.
* The candidate will be required to prepare corporation tax returns from a set of accounts and supporting analysis and liaise with clients in respect of collating information and some preparation of personal tax returns.
* The role will include contacting clients to obtain details to enable preparation and submission of P11D forms.
* Regular duties include liaising with colleagues across the firm to provide a co-ordinated client service and reviewing others’ tax work where applicable.
* Undertaking straightforward advisory work will be a part of the role along with assisting senior members of the team with ad hoc technical matters or other work as required.
* Preparing fee notes and budgets/proposals for potential new clients plus ensuring relevant client documents and paperwork are well maintained, correct and up to date.

**About yourself:**

* Knowledge of Corporation Tax, Income Tax, CGT, IHT, NIC and BIKs.
* Competent IT skills including all Excel and Word plus experience with Digita and Xero preferred.

**What are the benefits?**

* Regionally competitive salary package.
* Flexi time possible
* Free parking.
* Friendly and supportive working environment.
* Quality client work in a well-established practice.

**Qualifications and Education Requirements**

1. GCSE English and Maths at Grade C or above.
2. ATT qualification.

**Preferred Skills**

1. Experience with preparation of Corporation tax computations and returns.
2. Ability to review other people’s corporation tax compliance work and provide constructive feedback in order to assist with the development and progressive learning of other team members.
3. Experience with preparation of Self assessment tax computations and returns.
4. Good communication skills.
5. Excellent problem solving skills.
6. Numeracy skills - to the extent of being able to spot mistakes and show attention to detail.
7. Excellent time management and organisational skills, to enable yourself to complete tasks fully and on time. / to deadlines?
8. Good verbal communication, listening skills and confidence using the telephone.
9. Motivated, reliable and responsible, able to work on own initiative as necessary.
10. Strong interpersonal skills, with a real empathy for people and a desire to help them.
11. Able to work effectively within a team and develop positive relationships with colleagues, service users and other professionals.
12. Willing to undertake training and development appropriate for the role.

**Personal Qualities**

1. Commitment to valuing equality and diversity and understanding of how this applies to own area of work.
2. An ability to deal with all levels of people in a warm and friendly manner.
3. A willingness to share thoughts and ideas where improvements and efficiencies may be possible.
4. A general positive and “can do” attitude to work and to helping others.
5. Tidy appearance, approachable and friendly.