

Tax Senior

Location: Exeter

Who are we?

We are a forward-thinking accountancy firm with a strong team of experienced professionals who work hard to provide exceptional client service. We are based in beautiful Devon with access to beaches, moors, cities and rivers, but have clients based all over the UK and beyond.

Main Duties

- Be responsible for a portfolio of tax cases, including self-employed, HNWIs, directors and trusts
- Prepare and submit annual self-assessment tax returns and computations, P11Ds and other sundry HMRC forms on a timely basis
- Collating and maintaining client information
- Correspond and deal with client enquires in relation to their personal tax issues and liabilities, ensuring any un-resolved issues are referred to the department manager/ engagement Partner; including the initial handling/ identification of both tax planning and tax investigation issues
- Maintain direct contact with clients, HMRC, solicitors, other accountancy, law and professional services firms, in the delivery of an excellent client service

Person Specification

- Previous experience in a tax compliance role, either at Assistant or Senior level
- ATT qualified (or equivalent) or qualified by experience
- Excellent up to date technical knowledge
- Be fully aware and conversant with compliance standards imposed by the various regulatory authorities for tax and audit
- Commercially astute, with keen analytical and problem-solving mind
- Organised and able to plan time efficiently in order to meet deadlines – particularly during the January tax return season
- Ability to work independently, or as part of a team
- Strong interpersonal skills and ability to build rapport quickly with clients
- Professional and discreet in demonstrating client care
- Proficient in MS Office 2010 (ie. Excel, Word, Outlook)

Note

This job description is neither definitive nor exhaustive. It may be reviewed in the light of changing circumstances following consultation with the post holder.

To apply, please send your CV and covering letter to jobs@simpkinsedwards.co.uk