

Our aim: *To give job satisfaction, security, reward for effort, provision for ultimate retirement and a sense of pride in belonging to the firm.*

VAT MANAGER – FULL TIME

Purpose To provide VAT technical support to our busy and expanding team. Ensure a prompt and professional service to all our clients, across business, trusts, charities and other firms of accountants. To further develop the VAT service line across the firm, both internally and externally.

Location - EXETER

Responsibilities

- Preparation and submission of complex VAT returns and partial exemption calculations; including reviewing return calculations provided by clients
- Compiling and submitting all VAT documentation required in connection with a client's international trade activities.
- Assisting Audit team with the VAT sections of audits, providing technical advice as required.
- Reviewing VAT registrations as required and overseeing the successful completion of the application process.
- Dealing with HMRC by telephone, email and letter as necessary.
- Developing the VAT service line across the firm, both in support of existing client base and attracting new business.
- Supporting the marketing department as required.
- Undertaking any other related duties, as may be required by the Tax Partner.

Person Specification

Essential

- Significant and varied PQE across the VAT/Indirect tax discipline.
- Fully qualified AAT or ATT a VAT qualification, such as the VAT Compliance Diploma
- Proficient in MS Office suite of products.
- Experience of electronic accounting packages.
- Accurate, organised and able to work to deadlines.
- Experience dealing with clients, staff and third parties by telephone and in person
- A team player with the ability to build effective relationships at all levels
- Able to effectively communicate technical and general VAT issues to qualified and non-qualified staff, both orally and in writing
- Proactive and confident in identifying problems and offering solutions

Desirable

- Analytical and methodical in approach to work
- Enquiring and willing to ask questions when unsure

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