

Job Description

Job vacancy:	Corporate & Business Tax Assistant
Reporting to:	Corporate & Business Tax Manager
Base:	London
Annual salary:	Dependent upon experience
Package:	Full study support for ATT/CTA qualification 20 days annual leave (rising to 23 on completion of CTA qualification) 4 x salary life assurance Group Income Protection Scheme Group Personal Pension Scheme

Job Purpose:

- To undertake various tasks as directed in order to support the completion of tax returns, computations, tax administration and other tasks as directed in a timely manner to Target compliance and quality standards.

Key Responsibilities:

- Fully prepare for the completion of tax tasks by understanding each assignment (eg by review of planning notes or management direction) to ensure efficient and cost effective use of time on each assignment.
- Contribute to the timely completion of tax assignments and other engagements through the prompt completion of allocated tasks to Target standards as directed.
- Promptly highlight issues on all assignments, particularly relating to potential overruns in order to ensure that the tax senior may take forward timely and appropriate action with the client with additional fees agreed.
- Produce clear and concise working papers relating to all work undertaken in order to quantify any tax issues identified relevant to each assignment and meet Target quality standards.
- Follow instructions regarding the clearing of any review points, seeking clarification or guidance as appropriate, to ensure timely and accurate completion of all assignments.
- Ensure any client queries/requests received during all assignments are referred and dealt with appropriately in order to build a professional image and rapport with clients.
- Act as an ambassador for Target's high professional standards at all times in terms of appearance, personal administration and client care in order to enhance the group's reputation and business opportunities.

Key Relationships:

- Clients
- CBT manager and assistant manager
- CBT team
- BAA teams
- Operational support

Decision Making:

- Prioritisation of tasks for timely and accurate delivery



Problem Solving:

- Ways to ensure delivery of tasks if not running to timelines
- Highlight potential overruns due to issues arising from tasks undertaken
- Escalation of issues to ensure dealt with promptly and costs re-evaluated

Experience:

- 3 A levels (A/B) or equivalent working towards ATT qualification
- Graduate (2:1) working towards ACA qualification
- A level entrant: 0-2 years experience in a tax environment
- Graduate entrant: 0-1 years experience in a tax environment

Skills, Knowledge and Competencies:

Interpersonal

- Client focus
- Teamwork
- Self development
- Attention to quality
- Managing self
- Results focused
- Initiative

Technical

- Double entry bookkeeping

Measurement Data:

- Assignment reports
- Client feedback