

Tax Associate

Company Name	SB&P
Office Location	Bootle, Liverpool
Job Title	Tax Associate
Reports To	Tax Manager
Job Overview	Corporation and personal tax
Hours	Full time – 37.5 hours a week – flexible home/office working
Salary and Benefits	In line with market rates
Start Date	ASAP

We are looking for a tax associate to join our tax department. You will work on a diverse portfolio of clients, delivering tax compliance, mixed across both corporate and personal tax.

The ideal candidate will have a strong personal tax background, along with corporation tax experience. Although the role is mainly compliance, there will be plenty of opportunity for the ideal candidate to assist in or undertake various tax planning/advisory exercises and opportunities, once, they develop within the role.

You will find a supportive, positive, and welcoming culture at SB&P, with an emphasis on teamwork, and work/life balance.

Job Objectives

- To be responsible for own portfolio of personal tax clients, ensuring that all compliance work is completed accurately, efficiently and by the required deadlines.
- To undertake corporation tax reviews and the preparation of corporation tax returns.
- Reporting to the Tax Manager.

Duties

- Completion of self-assessment tax returns including Partnerships, LLPs, Sole Traders, and Capital Gains Tax.
- Preparation of forms P11D, and related Benefit in Kind matters.
- Telephone calls, letters, and meetings with clients.
- Corresponding with HMRC.
- Preparation/review of tax and capital allowances computations.
- Preparation and submission of company tax returns.
- Monitoring tax payments due and advising clients accordingly.
- Record time spent on each client's affairs, using the relevant computer software to submit daily timesheets, ensuring that work is completed within budget and raising own bills, as/when required.

- Other ad hoc duties as may be required from time to time to assist with the smooth running of the tax department or to provide additional assistance to clients.
- Attend and participate in team meetings and attend training such as tax webinars/ courses, as necessary.

Qualifications and Experience

- Strong personal tax experience within a practice environment.
- Corporation tax experience within a practice environment.
- ATT/CTA Qualified/Part Qualified / Qualified by experience.
- Technical and IT skills – Working knowledge of tax software programs, Word, Excel and other Windows based systems. Knowledge of Iris Accountancy Suite software would be desirable, but not essential.
- Good communication skills, both oral and written, with the ability to communicate confidently with clients.
- Good organisational and time management skills, ability to work steadily under pressure, able to meet deadlines and commitments, and above all client expectations at every possible opportunity.
- Commitment, drive and ambition to develop and progress.
- Ability to work effectively in a team environment.
- Trust experience may be advantageous but not essential.

Company Benefits

- Flexible working 3/2 office/home.
- Generous company pension scheme.
- Death in Service benefit of 2 x annual salary (after 3 months service)
- Free car parking
- Team social events

To apply, send your CV and covering letter to Jane Wright at jane.wright@sb-p.co.uk.