



Job Specification

**Tax Consultant (Part time / Full time)
Minimum 24 hours per week / 3 days**

Retford office

A vacancy has arisen at our Retford office to join the existing Tax team in a predominantly compliance-based role. You will have a number of years' working experience of completing self-assessment returns for a wide portfolio of clients. You may have experience in other areas of taxation or specialism which may be of interest. You may be ATT qualified or a studier of CTA. Or simply "qualified by experience" We have some flexibility with regards working hours. This role is for a minimum of 24 hours per week over three days, however it could be up to full time hours

General Responsibilities

- Preparing annual tax returns for individuals and partnerships
- Electronic filing of returns
- Corresponding with HM Revenue and Customs as required, including assisting with any enquiries raised
- Liaising directly with clients (and third parties where necessary) to obtain all information to complete returns
- Preparing P11d forms – liaising with colleagues to gather the necessary information efficiently
- Preparing capital gains tax computations
- Assisting the Tax Manager with more complex tax assignments involving Trusts and high net worth individuals
- Tax research as necessary
- Supporting the other tax professionals
- Input into preparations for ongoing Making Tax Digital regime

Skills and Qualities required

- ATT qualified or CTA studier / or equivalent by experience
- Minimum 3 years' experience in preparation of tax returns and P11d's – either in a tax only role or a mixed accounts/tax role (50:50)

- Experience of Iris suite of programs is desirable (but not essential as training will be given)
- Excellent verbal and written communication skills
- Good attention to detail
- Focussed on meeting deadlines through effective multi-tasking
- Strong inter-personal skills
- Commercial approach to work

Personal Skills

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiastic and desire to succeed
- A strong team-player
- Excellent organisational skills – a “finisher”
- Professional
- Personable

Working Conditions & Package

- Minimum 24 hours per week over 3 days – up to full time
- Pro rata of 23 days holiday per annum
- Annual leave trading scheme (buying and selling)
- Salary dependant on experience
- Discretionary bonus scheme *
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme *
- Death in Service benefit

(*Upon successful completion of probationary period)

To apply email your CV and covering letter setting out why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):

john.richmond@wrightvigar.co.uk

Please quote reference WV20-01 in all correspondence