

progeny

tax

Job Title: Tax Administrator	Reports to: Tax Manager
Salary Band: Competitive	Location: Leeds

Job Purpose

As a Tax Administrator you will be responsible for providing a high standard of administrative assistance to Directors, Managers and Senior members of the tax team.

Responsibilities & Accountabilities

- Be a point of contact for a variety of high net worth clients.
- Work closely will senior managers and directors.
- Dealing with any queries from clients and colleagues.
- To assist senior members with tax compliance obligations.
- Scanning, filing, typing and other general administration duties.
- Liaise with relevant legal bodies, HMRC and other government institutions on client matters.
- Preparation of Tax Returns.

Person Specification

- Proven administration and organisational skills within an office environment.
- Good communication skills both written and verbally.
- The ability to work effectively in a team, but also using your own initiative when required. Outstanding attention to detail.
- Be able to maintain confidentiality and have integrity.
- Working knowledge of Microsoft packages.
- Complete task in an accurate and timely manner and be able to prioritise conflicting deadlines.

Benefits

- Competitive salary and bonus scheme
- 25 days annual leave in addition to bank holidays.
- Group Pension Scheme and Private Health Care Scheme.
- Life Assurance Scheme.

**This job advert isn't exhaustive and a detailed role profile is available upon request*