

# progeny

## tax

<b>Job Title:</b> Tax Manager	<b>Reports to:</b> Tax Director
<b>Salary Band:</b> Competitive	<b>Location:</b> Leeds

### Job Purpose

You will be responsible for delivery of tax compliance services to a large portfolio of clients, building relationships and spotting opportunities to provide additional services including legal and financial advice.

### Responsibilities & Accountabilities

- Review tax returns for high net worth clients.
- Providing ad hoc tax advice including income tax, inheritances tax and capital gains tax planning.
- Preparing tax returns for complex clients.
- Working closely with directors to influence the running of the compliance team.
- Ensuring tax compliance and procedures are adhered to.

### Person Specification

- Proven track record you have successfully managed a portfolio of clients.
- Excellent interpersonal and communication skills both written and verbal.
- Good organisational skills with a keen eye for detail.
- The ability to maintain the confidentiality of all sensitive material and information.
- The ability to remain calm under pressure with an ability to work in a fast-paced environment.
- Understand differing priorities and ensure relevant deadlines are met.
- Ability to effectively manage a small team.
- Ideally have a CTA and/or STEP qualification.

### 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*