



## JOB DESCRIPTION

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<b>Job Title:</b>	<b>Tax Manager</b>
<b>Objective:</b>	<b>To manage a portfolio of Corporate tax clients for all partners to provide clients with a proactive, efficient and cost-effective taxation service that meets their needs and those of the regulatory authorities.</b>
<b>Location:</b>	<b>Sheffield</b>
<b>Hours:</b>	<b>Monday to Friday, 37.5 hours per week</b>

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### **Key responsibilities:**

- Tax allocation manager for around 200 corporate clients, mainly owner managed business;
- Overview of personal tax affairs of owners of those corporate clients where appropriate;
- Overview of compliance function in respect of client portfolio and attendance at pre-year end/completion accounts meetings with accounts staff as appropriate.
- Proactively anticipating the needs of clients in the management of their tax affairs, e.g. research and development tax credits, capital allowance claims, succession planning, structuring;
- Establishing and maintaining a professional working relationship with clients and liaising with colleagues so that the Firm can comply with clients' reasonable requests for assistance and ensure the provision of a quality service to clients;
- Provision of assistance to Tax Partners, Directors and Senior Managers in respect of advisory assignments;
- Training and support of staff at Tax Trainee to Tax Executive level;
- Liaising with HMRC on behalf of clients as appropriate;
- Cross referral for corporate finance, financial planning and other advice as required;
- Involvement in the firms practice development activities eg; preparation of articles/e-shots, networking;
- Attending courses as necessary, in order to develop existing inter-personal skills and maintain an adequate level of technical CPD.

### **Person Specification**

- ACA or CTA qualified or qualified by experience;
- At least 3 years' experience of corporate tax work;
- Some experience of other taxes ideal but not essential;
- An excellent client relationship manager with the ability to deliver a quality service;
- Able to communicate effectively with clients and colleagues;
- Excellent time management skills in order to meet a variety of strict deadlines.