

NEW VACANCY: Tax Senior

This role, reporting to the manager of our Private Client Services team, will be responsible for a portfolio of clients and will deal with tax returns and other compliance issues.

The key objectives of the job holder are to:

- Prepare tax returns accurately
- Communicate with clients and answer their queries
- Communicate with HMRC
- Complete all work within budget
- Identify planning opportunities and bring to attention of manager
- Gain and maintain technical competence.

The Tax Senior will work with clients, the manager of Private Client Services and other members of the PCS team; and with other staff and directors.

The major required outcomes are to complete tax returns correctly and to meet client and HMRC deadlines. There is also a requirement to respond to client communications on a timely basis and to manage their own workload and workflow.

To achieve this the job holder will have to ensure that all necessary information is available (and recognise when it is not); chase clients for information if needed and work to tight deadlines.

The successful applicant will be numerate, IT-literate, able to work under pressure, results-focussed within a time-limit and budget and have an eye for detail.

To apply for this position, send a copy of your CV along with a covering letter to Nikki Davies by email to nikkidavies@harwoodhutton.co.uk