

JOB SPECIFICATION:

Tax Senior

Name:		Effective from:	
Department:	Tax		
Job Title:	Tax Senior		
Reports To:	Fenland partners / associates		
Direct Reports:	Mike Blackledge		
Hours / Days:	9.00 am to 5.30 pm	Monday to Friday	
Job Summary:	To assist the Fenland team in the provision of high quality compliance services for a range of private clients including HNWI's, directors of small and medium sized companies, partnerships and partners. ATT qualified and perhaps looking to continue studies to CTA or qualified by experience.		

Key Activities:

1. Tax

- Preparation of self-assessment tax returns to include detailed capital gains computations and preparation of schedules of income from property.
- Loading tax return information on to tax software to produce returns and calculations.
- Presenting the returns and related services to clients with appropriate explanations.
- Review of tax returns to ensure that they are correct and complete and are to the standards required.
- Monitoring the progress of tax return preparation and payment of tax through the tax cycle, ensuring that all communications with clients are made on a timely basis.
- Provision of tax planning advice where appropriate.
- Provision of technical assistance to non-tax staff.
- Production of P11D's.
- Production of bills on a timely basis.

2. General

- Liaise with and support work colleagues as required.
- Actively market the organisation to new clients and identify potential clients when the opportunity arises.
- Undertake appropriate training to ensure CPD criteria are met.
- Undertake general administration tasks.
- Effectively communicate with colleagues within the organisation to promote teamwork across the group and assist in the development of internal relationships.
- Provide assistance in terms of general and specific support to Partners and managers as required.
- Undertake other reasonable work activities as determined by the Partners and managers.