

Job Specification

Job title	Corporate Tax Assistant Manager – Business Tax
Reporting to	Corporate Tax Senior Managers and Partners

Overview of Firm

PKF Littlejohn LLP is an independent firm of chartered accountants and business advisors based in Canary Wharf. With in-depth expertise in many fields of tax, accountancy and finance, we work for clients ranging from large, listed corporates and SMEs to individuals, their families and their businesses.

Our independent status means we offer clients a high level of partner involvement, together with the combined knowledge and experience of an established, close-knit team.

At PKF Littlejohn LLP, every individual matters. You're more visible, more accountable and more fundamental to our success. If you're successful you'll enjoy challenging work in an environment, which encourages personal success. We deliberately seek to recruit individuals who have combined academic excellence with direct experience in business life.

Tax Division

The Tax Division comprises approximately 45 people, many of whom are specialists in particular areas of tax, possessing a high level of expertise and working knowledge in their chosen area(s).

The Division provides VAT, Corporate Tax and Personal Tax compliance and consultancy services to a wide range of clients and prides itself on the quality of service, high degree of professionalism and personal approach that is offered to each and every client.

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>Purpose and aim of the role The role requires an ambitious, confident individual, with a strong academic background to join the growing Business Tax Team as a Corporate Tax Assistant Manager.</p> <p>For the first twelve months the role will be primarily focused on compliance responsibilities and support for the wider team. This will permit the successful candidate to develop into the role whilst assisting with specific advisory aspects which may develop on the compliance portfolio. After 12 months and for a candidate who is able, the role will develop into wider advisory matters.</p> <p>The successful candidate will be required to review and manage the work of the more junior members of the team as well as having direct compliance responsibilities. The successful candidate should also have experience reviewing work with minimal manager input within their existing team. Advisory work including, for example, due diligence, EMI, EIS and group tax planning is undertaken in the wider team at a senior level.</p> <p>There is the opportunity to develop into this aspect of the role, working alongside the managers and partners.</p> <p>There may be the opportunity to manage the training for the tax students across the tax division.</p> <p>The team is growing and promotion opportunities would be available in the future for a successful and ambitious candidate.</p> <p>Duties and responsibilities To manage a portfolio of clients, providing compliance and consultancy advice; responsibilities might include the following:</p>

- Liaising with clients and colleagues
- Handling client queries
- Manage and assist more junior members of the team
- Reviewing and completing corporation tax returns for clients
- Calculating tax provisions in client's accounts - this will involve working closely with the audit divisions
- You may be expected to visit client premises and overview the preparation of draft computations on site
- Liaison with client Partners and audit staff on corporate tax matters
- After 12 months advising clients on a variety of issues including planning opportunities
- Assisting Partners and colleagues with special projects

Person Specification

Skills and Qualifications

- Ideally a graduate with a 2.1 degree, at least 3 years corporation tax experience and a suitable professional qualification, preferably CTA.

Personal Attributes

- Analytical thinking.
- Ability to generate workable solutions to problems.
- Takes responsibility.
- Completes work to a high standard of accuracy.
- Questions existing ways of doing things.
- Completes tasks on time.
- Uses initiative.
- Able to cope with the pressure of high and varying workloads.
- Willing to take advice.
- Flexible in approach to work and willing to learn new skills.
- Good written skills.
- Able to communicate effectively and keep others informed.
- Ability to prioritise workload
- Work to deadlines
- Ability to spot new business

IT skills

- Computer literate with Word and Excel.