

Job Specification

Job title	Corporate Tax Senior Manager
Reporting to	Corporate Tax Partners

Overview of Firm

As an independent member of PKF International, a network of independent accounting firms, we can provide truly global coverage.

At PKF Littlejohn, 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 50 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
<p>The purpose of this role is to raise the profile of the Tax Division within the firm, amongst existing and prospective clients. One of the Division's key strategic objectives is to establish the firm's reputation as a tax led practice as well as an audit and assurance led practice. The successful candidate will assist the Division in generating clients in its own right as well as servicing the clients that have fed through the audit divisions.</p> <p>Whilst the focus of the work is corporate tax the post holder will be expected to be able to provide all round tax and business advice to clients. The post holder will assist in winning work by; proactively managing and maintaining relationships with clients, providing a high level of client service and by contributing to winning new business.</p> <p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Further develop the tax practice • Build and maintain relationships with new and existing clients • Liaison with client Partners and audit staff on corporate tax matters • Advising clients on a variety of issues including planning opportunities • Assisting Partners and colleagues with special projects <p>Involvement in special projects will be as required. Projects might include:</p> <ul style="list-style-type: none"> • Corporate reorganisations • Group tax planning

- Acquisitions and Disposals including due diligence work
- International tax planning
- Share related incentives and employee share -related issues
- Shareholder exit strategies
- Involvement in production of marketing and technical material

Person Specification

Skills and Qualifications

CTA qualification is required and ACA is highly desirable.

Personal Skills

- The position requires detailed knowledge and experience of UK corporate tax, combined with a solid understanding of accounting issues. As such proven accounting skills are highly desirable.
- Computer literacy is essential as PKF Littlejohn uses several different software packages
- Proven skills in the financial services or insurance sectors is highly desirable, however not essential
- Proven leadership skills
- Proven project management skills
- Proven client relationship skills
- A track record in developing team members
- A practical and commercial approach to problem solving for both clients and colleagues

Personal Attributes

- Ability to lead and inspire others
- Gravitas
- Technically excellent
- Ambitious
- Team player
- Excellent communication skills
- Flexibility
- Strong organisational skills
- Commercial outlook
- Good attention to detail
- Work to deadlines
- Ability to spot new business
- Initiative
- A pragmatic approach to problem solving
- Persuasive