

Job Specification

Job title	Employment Tax Assistant Manager
Reporting to	Employment 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 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 and Responsibilities
<p>Purpose and aim of the role</p> <p>This new role has been created as a result of growth of the tax division as a whole and consideration of the value and risk in the employment tax area. The role is to support our newly appointed Employment Tax Senior Manager and to help grow the team.</p> <p>Duties and responsibilities</p> <p>The successful candidate will be required to work alongside the senior managers and partners across a variety of different employment tax areas. There will be the opportunity to review and manage some work from the more junior members of the team as well as having direct compliance responsibilities, which will increase over time. The successful candidate should also have experience reviewing work within their existing team.</p> <p>The candidate will support the existing portfolio of clients, providing compliance and consultancy advice; responsibilities might include the following:</p> <ul style="list-style-type: none"> • HMRC disclosures and enquiries • Due Diligence • PAYE risk assessment and health checks • Construction Industry Scheme (CIS) • Technical Guidance for P11Ds and PAYE Settlement Agreements compliance team • International assignments and STBV arrangements • Tronc's • Expense policy monitoring

- Liaison with external payroll team
- Remuneration, Salary Sacrifice and Benefit planning
- Employment status including IR35 and agency matters
- Termination payments and compromise agreements
- Annual Share incentive compliance and reporting
- Share incentive planning
- Assistance with reviewing client processes for SAO purposes in conjunction with the Internal audit team
- NIC advice, particularly for internationally mobile employees
- Working with the marketing department in relation to relevant tax issues, writing articles and presentations both internally and to clients

Person Specification

Skills and Qualifications

- Educated to a degree level with at least 3 years employment tax experience and a minimum of 4 years tax experience.
- CTA qualification preferred

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

IT Skills

- Computer literate with Word and Excel