

## Job specification

<b>Job title</b>	<b>Indirect Tax Assistant Manager or Manager</b>
<b>Reporting to</b>	<b>Indirect Tax Partner and Director</b>

## 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 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 Indirect Tax, 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><b>Purpose and aim of the role</b></p> <p>The role requires an ambitious, confident individual, with excellent knowledge of VAT to join the growing Indirect Tax Team as an Indirect Tax Assistant Manager/Manager.</p> <p>The successful candidate will be a senior member of the Team, responsible for assisting the Indirect Tax Partner and Indirect Tax Director in servicing clients, directing Indirect Tax services and managing the people within the department.</p> <p>The role holder may have specialist skills but will also be responsible for managing a portfolio of clients in a variety of sectors, taking day-to-day responsibility for the Indirect Tax team and playing a pivotal role in the development of indirect tax business. The successful candidate should have experience reviewing work with minimal Partner/Director input within their existing team.</p> <p><b>Client Responsibilities</b></p> <p>The Indirect Tax team at PKF Littlejohn LLP deals with a broad range of consultancy work emanating from a wide variety of clients. The list below includes some of the responsibilities:</p> <ul style="list-style-type: none"> <li>• Further develop the indirect tax practice</li> <li>• Build and maintain relationships with clients and provide high levels of client service</li> <li>• Provide insightful, industry specific advice to clients</li> <li>• Advise on UK and international VAT liability, transactional issues and the associated treatment of expenditure under partial exemption rules</li> </ul>

- There is very little compliance work involved in this role as the majority of VAT returns are handled by another department. It is only the more sensitive or complex returns that are dealt with by the Indirect Tax department
- A meaningful part of the role will be business development of existing and new clients as well as potentially developing a specialist field of technical or sector knowledge and expertise
- General management of a team, including people management, appraisals, billing etc.

**Special work/ad hoc assignments**

Work may include the following:

- Tender proposals
- Due diligence
- Opportunities to train staff on VAT matters
- Investigation and resolution of VAT queries
- Assistance in development of VAT planning and marketing initiatives

**People Management**

The post-holder will be responsible for members of staff.

There will be the opportunity to run in-house training programmes (in conjunction with the Indirect Tax Director), as well as seminars to external clients.

PKF Littlejohn LLP believes strongly in encouraging the personal development of each member of staff and the Firm supports and provides internal and external training courses as well as professional updates on technical and non-technical subjects. In addition to managing their own development, individuals are expected to encourage and take an active role in the training and development of junior staff.

**Opportunities**

Career progression at PKF Littlejohn LLP is meritocratic. The Indirect Tax department is growing; there is therefore ample scope for progression. Career progression is reviewed at the annual appraisal.

**Person Specification**

**Skills and Qualifications**

<b>Experience</b>	<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Proven skills in VAT work gained in practice</li> <li>• A thorough understanding of VAT principles</li> <li>• Able to explain complex issues in a way non-VAT experts will understand</li> <li>• Excellent technical skills and experience, and a detailed and up to date knowledge of VAT issues</li> <li>• Ability to manage a substantial client portfolio profitably</li> </ul>	<p>CTA desirable</p>

**Personal Attributes**

- A practical and commercial approach to problem solving
- Proven client relationship skills
- Good communicator in a range of situations both written and oral
- Commercial outlook
- People management skills

- Takes responsibility
- Completes work to a high level of accuracy
- Ability to prioritise workload
- Work to deadlines
- Ability to spot new business

#### **IT skills**

- Computer literate (Word and Excel)