

Job Title: Tax Consultant
Department: Business Tax Group
Location: London

Your Opportunity and Role

To provide high quality business tax compliance and advisory services to the UK Firm's corporate clients.

In this role, your day to day work will encompass:

Technical:

You will be involved within the Business Tax Group on a wide variety of work including:

- Responsibility for the compliance management for a portfolio of around 150 companies and partnerships
- Collation of information for company/partnership tax returns, involving liaison with clients by telephone, email and formal letter
- Preparation of company and partnership tax returns and computations for manager review on Alphatax software, including the setting up of tax working paper files, and advising on payments
- Preparing non-resident landlord, Annual Tax on Enveloped Dwellings and Employment-related Securities returns
- Drafting correspondence with HMRC and clients
- Supporting managers on planning and advisory matters as appropriate
- Attending meetings with managers
- Assisting with technical research
- Supporting the administration of the department
- Assist with tax advisory projects as the need arises

Requirements

- ACA/ACCA and/or CTA qualified or part qualified
- At least 2 years tax experience
- Computer literate including good knowledge of Alphatax
- Excellent communicator in a range of situations both written and oral
- Client focused and commercially aware
- Effective time management and good multi-tasking skills to manage conflicting deadlines
- Able to delegate effectively and manage junior staff

We are an equal opportunities employer and pride ourselves on the increasing diversity of our workforce. We believe in the best person for the job.

For more information on the firm, visit our websites, www.rawlinson-hunter.com and www.rh-careers.com