

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:

Tax Assistant (VAT)

Reports to: VAT Senior Manager

Job Type: Permanent

Hours of Work: Full-time (36.25 per week)

Location: Glasgow or Edinburgh

Salary details: Competitive

Job Purpose: The role requires working closely with the team's managers, senior managers and director, focusing on ad hoc VAT queries referred to the VAT team and the preparation of more complex VAT returns. The role will involve exposure to both tax compliance and advisory work.

The successful candidate will be responsible for and will have experience of (including but not limited to):

- Preparation and supervision of more complex VAT computations involving partial exemption, land and buildings and international goods and services.
- Review of more straightforward VAT returns and VAT audit checklists to identify areas of concern or VAT planning opportunities.
- Planning compliance work and taking responsibility for managing the process through to submission of VAT returns, EC Sales lists and Intrastat declarations.
- Provision of high level technical and VAT planning advice to clients, working as necessary with managers and partners.
- Carrying out VAT compliance reviews of clients.
- Maintaining an up to date technical knowledge of VAT and other indirect tax reporting requirements.
- Involvement in oral and written negotiations on HMRC enquiries.
- Meeting deadlines within the allocated budget.
- Giving regular constructive feedback to those completing work for you.
- Liaising with the client service team and with colleagues in the Audit and Accounting discipline to provide a co-ordinated service to the client.
- Involvement on tax advisory and planning work on client portfolio and other ad-hoc projects as they arise.
- Managing a small portfolio of less complex VAT clients, ensuring a high quality compliance service.

- Supporting the managers' and partners' business development in the local area.
- Ensuring compliance with internal (tax methodology and risk management) and external (regulatory) requirements.

The successful candidate will have the ability to complete tasks on an accurate and timely basis, prioritise conflicting deadlines and work proactively, as well as, communicate effectively at all levels, internally and externally.

The successful candidate will also have a good working knowledge of UK VAT legislation, project and time management skills where they are used to working to tight deadlines and budgets, and the ability and interest in understanding the client's business. They will be confident in client-facing situations and be IT literate with a good working knowledge of Excel and Word.

The successful candidate will have some previous VAT experience gained in practice, industry or in HMRC with some working knowledge of other taxes. Study support to qualify in ATT, CTA or an equivalent qualification will also be available.

If you are interested in applying for the above position/s please send your CV with a covering letter to insert Paul Cochrane, Director, via email to the Office Manager at theresa.mcdermott@jcca.co.uk or by post to 227 West George Street, Glasgow, G2 2ND by the **closing date** of 3 March 2017.

Date advert posted: 21 February 2017