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**

**Reports to:** Tax Assistant Manager

**Job Type:** Permanent

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

**Location:** Forfar

**Salary details:** Competitive

**Job Purpose:** To work closely with the personal tax team and partners, focusing on the calculation of tax computations and tax payable along with preparation and submission of tax returns. This role will have exposure to both tax compliance and advisory work.

The successful candidate will be responsible for (including but not limited to):
- Preparing and submitting Self-Assessment Tax Returns from a varied portfolio of clients
- Maintaining an internal tax system for monitoring deadlines
- Liaising with clients and HMRC on basic tax queries
- Preparing P11d and tax credit claim forms
- Assisting the team with general tax administration duties

The successful candidate will have excellent numerical and data analysis skills, with a positive ‘can-do’ attitude and a general interest in business and finance. They must be willing to develop their tax knowledge and be receptive to change.

The successful candidate will be educated to Scottish Highers standard (or equivalent) and/or a further education qualification of HND (or equivalent). In addition, the successful candidate may have an opportunity to work towards ATT (or equivalent).

If you are interested in applying for the above position please send your CV with a covering letter to Claire Anderson, Resourcing Advisor Claire.anderson@jcca.co.uk by 6th June 2017.

**Date Advertised: 23rd May 2017**