

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

## **Tax Assistant Manager (Corporate Tax)**

**Reports to:** Tax Manager

**Job Type:** Permanent

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

**Location:** Edinburgh

**Salary details:** Competitive

**Job Purpose:** The role requires responsibility for own portfolio of clients. Reviewing the work of Tax Seniors and Assistants, where they are drafting tax provisions and tax return work for more complex clients, is also required, whilst building up tax knowledge and expertise, as well as, management skills.

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

- Preparation and supervision of corporate tax computations in support of tax provisions, for submission to HMRC together with the tax return
- Supervision of corporate tax return preparation
- Planning compliance work and taking responsibility for managing the process through to submission of tax computations
- Co-ordinating tax payments, loss relief, group relief and other claims
- Reviewing more complicated tax returns and computations to ensure their accuracy
- Provision of high level technical and tax planning advice to clients, working as necessary with managers and partners
- Maintaining an up to date technical knowledge of corporation and financial reporting requirements
- Involvement in written negotiations on HMRC enquiries
- Oral and written communication with HMRC ensuring compliance with the relevant statutory requirements
- Meeting deadlines within the allocated budget
- Monitoring the tax compliance position using tax administration software, keeping internal control records up to date and ensuring compliance with quality control procedures
- Mentoring and training Tax Seniors and Assistants
- Delegating work to Tax Seniors and Assistants

- 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 portfolio of corporate tax clients, ensuring a high-quality tax 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 GAAP (including familiarisation of FRS102) and UK tax 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 three years' corporation tax experience with some working knowledge of other taxes and practical experience of using software systems in the preparation of company tax returns. They will have qualified in CTA, CA, ATT, or an equivalent qualification, with evidence of Continuing Professional Development.

If you are interested in applying for the above position please send your CV with a covering letter (including an indication of salary expectations) to Recruitment at [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk) by the closing date.

**Date advert posted: 6<sup>th</sup> Feb 2018**