

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:

## **Private Client Manager/Assistant Manager**

**Reports to:** Tax Senior Manager

**Job type:** Permanent

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

**Location:** Aberdeen

**Salary:** Competitive

**Job Purpose:** The role requires responsibility for a portfolio of private clients. Working closely with the Tax Partner and Senior Manager to shape and deliver the objectives of the Private Client department. Management of the department's compliance function and ensuring adherence to internal policy and procedures. Engage with our JC Wealth advisors and other departments to deliver a comprehensive service offering. Responsibility for fees and identification and implementation of additional opportunities. Supervision and training of Tax Seniors and Assistants and reviewing of their work.

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

- Provision of high level technical and tax planning advice to clients, working as necessary with other managers and partners
- Maintaining an up to date technical knowledge of business tax, personal tax and capital taxes
- Supervision and management of the personal tax return process
- 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
- Billing and WIP management
- 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 other disciplines 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 diverse portfolio of personal tax clients, ensuring a high quality tax compliance service
- Supporting the firm's 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 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 personal tax experience with working knowledge of other taxes and practical experience of using software systems in the preparation of personal and 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: 14<sup>th</sup> May 2018**