



## Personal Tax Manager

An exciting opportunity to join our prestigious Personal Tax team at manager level.

The role requires previous experience in both personal tax compliance and advisory.

We have a diverse client base with many high net individuals, directors of companies, private landlords as well as sole traders and partners.

We act for over 100 trust and estate clients in both a compliance and advisory capacity.

### Responsibilities

- Manage overall tax compliance for a portfolio of clients.
- The preparation and submission of Self-Assessment Tax returns for individuals, trusts and partnerships.
- Preparation and submission of residential capital gains tax return to meet statutory filing requirements.
- Tax administration, notices of coding, dealing with routine correspondence with HM Revenue and Customs and clients.
- Registration of trusts on HM Revenue and Customs trust register and annual updates
- Keep client informed of any key developments.
- Identifying tax planning and advisory opportunities.
- Identifying areas of risk within cases managed.
- Continuously develop own knowledge and skills by professional reading and CPD training.
- Recording timesheets accurately and invoicing for client work for your portfolio.
- Any other reasonable duties.

### Personal qualities

- Excellent communication skills.
- Flexible and adaptable to business changes and seasonality of the tax compliance cycle.
- Self-motivated, quick thinking and keen to show initiative.
- Ability to plan workflow and meet deadlines.
- Well presented and possessing necessary attitude and personality that is associated with a professional firm.
- Able to demonstrate good interpersonal skill with staff and client alike.

