



Langdowns DFK

PERSONAL TAX MANAGER

Job Title : - PERSONAL TAX MANAGER

The Personal Tax Manager will be responsible our Tax Director, in carrying out all duties set out below.

Job Description:

Working within the Tax Department reporting to our Tax Director. You will be Tax qualified (CTA or ATT) or qualified by experience.

This role is personal tax compliance based with the responsibility of ensuring all deadlines within the annual tax cycle are managed.

You will be responsible for the preparation of Self Assessment Tax Returns for a mixed portfolio of personal tax clients, liaising closely with the portfolio holders.

You will be responsible for the supervision and training of junior members of the department.

Duties :

- Manage, motivate and co-ordinate a team of Tax professionals across three offices
- Providing technical support, assistance and training to the Tax Team. To include supervision of the Tax Student
- The administration of a varied portfolio of clients, including sole traders, partnerships, company directors and individuals, to ensure the tax compliance cycle is completed on time each year
- The preparation and Manager review of Self Assessment Tax Returns to meet internal, client and statutory deadlines
- The preparation and Manager review of P11D, CT61, NRL and CIS returns
- Undertaking tax advisory projects as required
- Identifying and developing planning and advisory opportunities from all areas of work and appraising the Directors thereof
- Attend client meetings as required to build and develop good working relationships with clients and colleagues to develop further business over time
- Perform and contribute effectively to Staff Appraisal meetings
- Overseeing maintenance of Tax Department standard templates
- Continuously develop own knowledge and skills to meet CPD requirements
- Complete timesheet accurately daily, and review selected tax team timesheets weekly
- Any other reasonable duties required

Personal Qualities:

- Excellent communication and presentation skills
- Flexible and adaptable to business changes and the seasonality of the tax compliance cycle
- Self motivated, quick thinking, and keen to show initiative
- Ability to meet deadlines and work under pressure
- Good team leader with ability to motivate and train other tax members of staff
- Well presented, and possessing the necessary attitude and personality that is associated with a professional firm
- Able to demonstrate good interpersonal skills with staff and clients alike
- Able to adhere to budgets and advise portfolio holder of problems on a timely basis

Professional Attributes :

The qualification/skill areas that are essential are:

Qualifications:

- Tax qualified (CTA or ATT) or qualified by experience
- Ideally with at least seven years of experience within practice

Skills :

- Solid management and team leadership skills
- Significant Tax Return preparation experience
- P11D preparation experience
- Employment Related Securities experience
- Use of computer packages to produce Self Assessment Tax Returns and P11Ds

. The skill areas that are desirable are:

- Former experience/employment in practices of similar size
- Experience of using IRIS Accountancy Suite