



<b>Job Title</b>	Tax Assistant
<b>Location</b>	Bath
<b>Reporting To</b>	Tax Manager
<b>Key Relationships</b>	Tax Team, Clients, Business development contacts, Payroll, Tax and Audit/Accounts departments
<b>Job Purpose</b>	
As a Tax Assistant you will support the tax team to deliver high quality services to clients within set timescales.	
<b>Job Role</b>	
<ul style="list-style-type: none"><li>• Assist with the preparation of Self-Assessment tax returns with the consistent meeting of deadlines.</li><li>• Assist tax portfolio managers with the administrative aspects of the tax return compliance process.</li><li>• Liaise with HMRC on matters as required in a timely and efficient basis.</li><li>• Liaise with colleagues in the tax and accounting disciplines to provide a coordinated service to the clients.</li><li>• Report on a timely and accurate manner to client queries.</li><li>• Inform Tax Managers of job progress and any arising issues.</li><li>• Assist other departments when required.</li><li>• Help build and maintain client relationships by providing exceptional level of client service.</li></ul>	
<b>Person Specification</b>	
<ul style="list-style-type: none"><li>• Tax qualification of ATT, or a desire to study towards this qualification.</li><li>• Minimum of 1-year previous practical experience in a tax environment.</li><li>• Strong interpersonal and client handling skills.</li><li>• Good written and verbal communication skills.</li><li>• Good knowledge of Microsoft Office, with a focus on Excel.</li><li>• Some knowledge of IRIS or other tax production software would be desirable.</li></ul>	
<b>What's in it for you</b>	
<ul style="list-style-type: none"><li>• Competitive salary</li><li>• Annual salary review</li><li>• 25 days holiday plus Bank Holidays</li><li>• Birthday day off</li><li>• Hours 37.5 per week full time</li><li>• Training and CPD support</li><li>• Life Assurance (4x Salary)</li><li>• Personal Pension; Employer 5% Employee min 2%</li><li>• Cycle to work scheme</li><li>• Join a busy and friendly team in the heart of Bath</li></ul>	