THACKRAY WILLIAMS

JOB DESCRIPTION

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| Position: | Solicitor/CILEX specialising in Tax and Trust Administration |
| Department | Private Client |
| Location | Bromley, Sevenoaks |
| Reports to | Tax and Trusts Manager/Head of Private Client |

Thackray Williams' well respected Private Client team makes up the firm's largest department, rated in the Legal 500 and led by Chambers 'Leading Individual' Elliot Lewis. The team's work spans a wide range of private client topics, from capital tax planning for high net worth individuals, the preparation of Wills both complex and otherwise, estate administration, trust creation and administration, Court of Protection work and powers of attorney.

Our Private Client team provides a wide array of tax services to our clients from basic compliance services through to much more technical advisory work covering trusts, estates, probate, CGT and IHT planning. This position offers lots of responsibility and autonomy where you will report directly into the Partner.

## Responsibilities

- Advise on the tax principles for all the different types of trust (will trusts, discretionary trusts, life interest trusts and charitable trusts), to include income tax, capital gains tax and inheritance tax.
- Advise on tax implications of trust set up and termination and implementing this. In the case of relevant property trusts, dealing with key tax events to include the IHT 10 year anniversary and exit charges.
- Maintenance of trust tax and accounts files for a portfolio of trust clients; preparation of annual trust accounts and tax returns, reporting to trustees, arranging tax payments.
- Management and use of an online tax programme for completion and submission of annual tax returns and R185's.
- Use of HMRC's Trust Registration Service to register and maintain and update trust details
- Compliance in relation to FATCA, CRS and LEI Estates.
- Advise on the tax implications of matters arising in the administration period to include tax treatment of different types of income, CGT issues on sale or appointment out of assets, chargeable event gains re life assurance bonds.
- Assessment of method of reporting and settling the tax for the administration period, that is by informal settlement or self- assessment estate tax returns.

- Set up estate tax record via HMRC's TRS, completion and submission of annual tax returns, report to executors, arranging payment of tax due. For informal procedures, prepare tax schedule.
- Deal with accounting queries from in relation to the estate accounts and generally advising on accounting matters.
- Assisting in the preparation of Wills and lifetime IHT planning for clients.
- Advising clients with regard to the Administration of Estates both where Wills have been prepared and on intestacy.

## Personal Specifications

- 2-5 years PQE
- Must have experience of the areas of private client law noted above
- Excellent written and oral communication skills
- High quality educational and technical background
- Self-motivated, self-confident and able to work with minimum supervision
- Able to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegial and collaborative approach
- Able to forge and develop business relationships with an enthusiasm for networking and business development
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm
- Must be able to evidence that they meet or exceed our Core Competencies for Fee Earners which will be provided to candidates if they are successfully selected for interview.

## Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others