

Job Description

Job Title:	Manager
Department:	Business Tax
Reporting To:	Business Tax Partners/Directors
Contractual Hours:	Standard 9:30am to 5:30pm, Monday to Friday

You will be a member of a growing corporation tax specialist team focusing on providing pro-active corporation tax services to a wide range of clients operating in the Creative, Media and Technology sector, which is one of the firm's fastest growing sectors. You will need to be client facing, and show willingness to work as part of a team and be able to meet deadlines.

The Role

Duties and responsibilities would include the following:

- Managing the corporation tax compliance process for a portfolio of corporate clients including both standalone clients and international groups;
- Tax advisory to partners and clients including:
 - Structures – company, LLP, etc.;
 - Restructuring;
 - Research and development tax relief;
 - Group tax planning;
 - International matters;
 - Venture capital tax reliefs;
 - Share schemes and valuations;
 - Corporate acquisitions and disposals; and
 - Tax due diligence reports.
 - Exit planning.
- Identifying tax efficient opportunities for clients and liaising with partners on implementing those opportunities;
- Responsible for managing billing and work in progress;
- Team responsibilities including line management for junior staff and assisting in development, training and the appraisal process for team staff; and
- Involvement in business development of the firm including working on new client proposals, attending networking events, preparing marketing materials, and getting involved in key sponsorship initiatives.



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMIC

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.

Person Specification

- Deliver work to a high standard and willingness to provide an excellent client service;
- Able to demonstrate good client focused skills, ability to work unsupervised, work within a team, influence and negotiate;
- Excellent communication skills essential, being able to communicate with all levels externally and internally; and
- Show creativity with desire to identify possible tax opportunities and potential pitfalls.

Work-Based Competencies

- Has previously managed a client portfolio including groups;
- Ideally be CTA/ACA qualified;
- Good Microsoft skills, outlook, excel, word; and
- Alpha tax knowledge preferred.



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