

## Job Description

<b>Job Title:</b>	Tax Placement Year (September 2025 Start)
<b>Department:</b>	Tax
<b>Reporting To:</b>	Supervisors and Tax Managers
<b>Contractual Hours:</b>	09:30 to 17:30, although times may vary depending on client needs

### About the firm

haysmacintyre is an award-winning firm of chartered accountants and tax advisors, with almost 40 partners and over 500 staff, providing advice and services to entrepreneurs, fast-growing and owner managed businesses, charities and not for profit organisations across the UK and internationally. From our trainees to our partners, our culture of support and progression means we grow together as one firm to best help our clients.

We are a top 30 UK accountancy firm, a leading member of MSI Global Alliance, and advisers to some of the UK's most exciting businesses and charities. Our team of over 500 people all work together in our modern offices located in London and Cape Town.

### The role and responsibilities

You are our future; so, we want to give you the best opportunity to partner with us and grow!

You will be a member of a growing tax team providing services to a wide range of corporate and not for profit clients and individuals across a variety of sectors. As an undergraduate placement, we want you to get the most out of your time with us and gain invaluable skills to prepare you for the world of work.

You will be client facing and learn how to prepare tax returns and provide tax advice for a variety of clients across our sectors while understanding how businesses operate and collaborating with different service lines within the firm. As you progress, we will train you on how to liaise with clients most effectively and develop your tax knowledge to be able to guide clients through complex tax rules and add value to the firm.

You will need to be proactive, show willingness to learn and work as part of a team. Client delivery is key to the success of our Firm and so you will need to be highly organized and show good attention to detail in order to meet client deadlines. The role is predominantly within Business Tax where our client base is board across a number of exciting industries such as property, hospitality, Creative Media and Technology and Charity sectors. You will be dealing with basic corporation tax compliance work on a variety of clients and dealing with correspondence to and from HM



#### 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.

Revenue and Customs. Full training and support will be provided on all aspects of the role. There may be other opportunities to explore other areas of tax within the Firm.

We host events so you can socialise with your colleagues outside of work, and network with other people at haysmacintyre. From our summer sports day party to events organised by our Connect committee such as cycling at the velodrome, puppy yoga and pottery painting, we pride ourselves on making time for one another.

We give you the opportunity to support local communities through our Corporate Social Responsibility (“CSR”) programme. We highly value supporting local causes, and we welcome and encourage our staff to participate in charity events and fundraising they are interested in.

As a firm, we are committed to environmental and sustainability initiatives. We demonstrate this commitment through several schemes, such as implementing energy-efficient practices and technologies throughout our operations. We also encourage everyone to play their part in the office, promoting recycling, reusing materials and reducing the amount of paper used in day-to-day operations.

We are looking for candidates who want to kickstart their career in Tax by being exposed to a wide range of UK and international clients. Our firm values are very important to us, and we are seeking candidates who equally value these. You will be motivated by having hands on experience working with clients, as well as collaborating with Seniors, Managers, Directors and Partners across the firm. In return, we offer a supportive environment whereby working together with you, we can propel your personal and professional development for a successful career in tax at haysmacintyre.

## The Candidate

### Person Specification

- Flexible work attitude, pro-active team player;
- Great communication skills;
- Ability to work well under pressure and adhere to tight deadlines;
- Able to learn, adapt and pick things up fast;
- Good interpersonal skills;
- Good telephone manner;
- Problem solver with strong written and numeracy proficiency;
- Reflective and innovative mindset;
- Excellent integrity and ethical standards.



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## Academic Requirement

- A predicted 2:2 degree in any discipline.
- 120 UCAS points from your top 3 A-Levels or equivalent.

*Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities.*

*We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD, and other forms of neurocognitive variation.*

*We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles.*

*If you need us to make any reasonable adjustments for you from application onwards, please email [recruitment@haysmacintyre.com](mailto:recruitment@haysmacintyre.com)*



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