

Job Description

Job Title:	Tax Apprentice (September 2025 Start)
Department:	Tax
Reporting To:	Supervisors and Tax Managers
Contractual Hours:	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 joining a large tax team with a considerable breadth of expertise on all aspects of tax, from everyday matters to specialist sectors, helping clients plan the most tax-efficient approach to every aspect of business. Joining a dynamic team of advisors in our business tax team you will be studying for an internationally recognised dual qualification and membership of both the ICAEW and CIOT.

From day one, working from our London office, you will be involved in challenging and exciting engagements in one of our sectors: Creative Media and Technology, Property, Hospitality, Financial Services and Not-for-Profit team. You will be a part of a close-knit graduate cohort, full of self-starters, problem-solvers and collaborators, who strive to continually enhance their skills and knowledge.

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 across a range of business tax



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.

areas. We also have opportunities to join our private client tax team where you will be a member of an established team focusing on providing personal tax and trust services to a variety of industry sectors.

Over the course of your 4.5-year training contract, you will have access to personal development programmes and high-quality training whilst working towards your internationally recognised ACA - CTA professional qualification, alongside mentoring and support from peers and leaders alike.

You will be assigned a line manager and a buddy from day one to support your career and development, and help you transition into the world of work.

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.



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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.

Academic Requirement

- 120 UCAS points predicted or obtained from your top 3 A-Levels or equivalent.
- B at Maths GCSE

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



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