



## **Job Specification**

### **Tax Consultant Lincoln office**

Due to continued growth, we have a vacancy for a Tax Consultant at our office in Lincoln. With a minimum of two years' current practice experience you will be looking for a new challenge. You may be ATT qualified, looking to undertake professional qualifications or "qualified by experience". Your main tasks will include the preparation of tax returns, managing a portfolio of clients and assisting the senior team with ad hoc projects. In return we can offer you a competitive package of benefits in a supportive environment.

#### **General Responsibilities**

- Preparing annual tax returns for individuals and partnerships
- Electronic filing of returns
- Corresponding with HM Revenue and Customs as required, including assisting with any enquiries raised
- Liaising directly with clients (and third parties where necessary) to obtain all information to complete returns
- Preparing P11d forms – liaising with colleagues to gather the necessary information efficiently
- Preparing capital gains tax computations
- Assisting the senior team with advisory projects
- Tax research as necessary
- Supporting the other tax professionals

#### **Skills and Qualities required**

- Minimum of two years' proven experience in a tax role in practice
- ATT qualified or studier / or "qualified by experience"
- Excellent verbal and written communication skills
- Focussed on meeting deadlines through efficient time management

- Strong inter-personal skills
- Commercial approach to work
- Experience of Iris suite of programs is desirable (but not essential as training will be given)
- IT proficient

#### **Personal Skills**

- Motivated and committed to provide an excellent service, both to clients and colleagues
- Enthusiastic, eager to learn and desire to succeed
- “Can do” attitude
- A strong team-player
- Excellent organisational skills – a “finisher”

#### **Working Conditions & Package**

- Full time
- Salary dependant on experience
- 23 days holiday per annum + bank holidays
- Annual leave trading scheme \*
- Discretionary bonus scheme \*
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit
- Childcare vouchers

(\*Upon successful completion of probationary period)

**To apply email your CV and covering letter setting out why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):**

[john.richmond@wrightvigar.co.uk](mailto:john.richmond@wrightvigar.co.uk)

**Please quote reference WV1910 in all correspondence**

*By sending an application/CV to Wright Vigar, whether for a specific role or speculatively, you acknowledge you are providing some personal details which we will keep for a period of no more than 12 months, unless you become an employee of the Company*