



## **Job Specification**

### **Tax Consultant**

**(Full time, although a minimum 30 hours would be considered)**

**Lincoln office based**

We have a vacancy in our Personal Tax Team at our Lincoln office. You would join a successful team focused on delivering excellent service to our clients.

You will be experienced in annual returns, HMRC processes and P11ds. You may be ATT qualified or a studier.

Whilst this role is full time, a 4 day week or minimum of 30 hours would be considered for an exceptional candidate

### **General Responsibilities**

- Preparing annual tax returns for individuals, trusts 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 and electronic filing of reports
- Checking PAYE codes
- Providing advice to clients in respect of personal and capital taxes
- Tax research as necessary
- Supporting the other tax professionals

### **Skills and Qualities required**

- ATT/AAT qualified or studier / or equivalent by experience
- Minimum 2 years' experience in preparation of tax returns and P11d's

- Experience of Iris suite of programmes is desirable (but not essential as training will be given)
- Excellent verbal and written communication skills
- Good attention to detail
- Focussed on meeting deadlines through effective multi-tasking
- Strong inter-personal skills
- Commercial approach to work

#### **Personal Skills**

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiastic and desire to succeed
- A strong team-player
- Excellent organisational skills – a “finisher”
- Professional
- Personable

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

- Full time (a minimum of 30 hours, 4 days per week would be considered)
- Flexible working hours/conditions – some home working available
- 23 days' annual leave plus bank holidays
- Annual leave trading scheme \*
- Support towards relevant professional qualifications (where relevant)
- Salary dependant on experience
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit

(\*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):**

[vacancies@wrightvigar.co.uk](mailto:vacancies@wrightvigar.co.uk)

**Please quote reference WV21/TC(L) 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.*