



Job Specification

Tax Consultant

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

Nottingham office based

We have a vacancy in our Personal Tax Team at our Nottingham 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
- 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 in due course
- 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

Please quote reference WV21/TC(NOT) 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.