



## **Job Specification**

### **Trainee Tax Consultant**

#### **Retford and Gainsborough offices**

Wright Vigar is committed to developing local talent and the professional advisors of the future – you could be one of them!

Both our Retford and Gainsborough offices require a trainee in their tax teams.

During your training you will have the opportunity to learn from a knowledgeable and supportive team – working on personal tax assignments and other tax work, whilst commencing your professional qualifications.

This is a great opportunity with a company that puts you and your career first!

#### **General Responsibilities (as training progresses) will include**

- Preparation of personal tax returns
- Preparation of P11D returns
- Checking tax calculations
- Dealing/Interacting with clients and HM Revenue and Customs
- Supporting all other professionals on a variety of tasks where you gain wide ranging experience
- General office duties throughout the firm to ensure our clients are serviced to the highest standard

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

- Minimum 8 GCSEs at 9-5 grades (A-C), with 6 (B) or above in Maths and English Language – or equivalent
- A levels grades A-C where appropriate
- You may be at graduate level – a recent (2:1 minimum) graduate or predicted
- IT proficient

## **Personal Skills**

- Motivated and committed to provide an excellent service, both to clients and to fellow team members
- Eager to learn and succeed
- “Can do” attitude
- A great team player
- Excellent communication skills

## **Working Conditions & Package**

- Competitive salary
- Full study support
- Full time role
- 23 days holiday per annum + bank holidays
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme \*
- Death in Service benefit
- Annual leave trading scheme \*
- Wellbeing support

\*Upon successful completion of probationary period

**To apply email your CV and covering letter telling us why you would be an ideal candidate for one of our Trainee Tax Consultant roles at Wright Vigar to John Richmond (HR Manager):**

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

**Please quote reference WV24/TRAIN(TAX)**

*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.*