**SENIOR TAX ASSISTANT - PERSONAL TAX COMPLIANCE**

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| **Job Title** | Senior Tax Assistant  |
| **Jobholder** |  |
| **Salary Scale**  | Competitive, dependent on experience  |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Head of Tax  |
| **Job Purpose** | To advise individuals on income and capital gains tax matters and possible tax planning opportunities.To ensure compliance with all legal and regulatory requirements. |
| **Management Responsibility for** | None  |

**Main Duties and Responsibilities**

* Managing a portfolio of clients including collating and processing tax information, preparation of personal tax returns; computation of tax liabilities; managing the process through to submission of tax returns; and providing tax advice for matters arising from the portfolio.
* Collating information from ‘in-house’ records or other sources.
* Work closely with colleagues in the Tax Group on all client matters, providing support and assistance to colleagues.
* Maintaining regular contact with clients in order to obtain information and provide advice on any difficulties with tax return.
* Attend meetings with existing clients and potential new clients.
* Dealing with HMRC compliance checks, ensuring prompt and full responses.
* Liaising as necessary with Murray Asset Management and other external asset management companies.
* Taking a proactive approach to managing clients and identifying their tax and legal requirements.
* Keeping internal control records up to date and ensuring compliance with quality control procedures.
* Working with colleagues across the firm responding to provide assistance and support on Tax matters and technically challenging tax areas.
* Providing excellent client service at all times.
* Supporting the firm to achieve its strategic and commercial objectives
* Meeting financial targets in relation to the Tax Group.

**Person Specification**

**Essential**

* Experienced in the preparation of personal tax returns.
* Excellent interpersonal skills both written and oral.
* Excellent client handling skills.
* Team player with a ‘can do’ attitude
* Strong working knowledge of Microsoft Office applications including, Word, Excel and Outlook

**Desirable**

* Experience in Trust and Executry taxation.
* Previous experience in a legal environment.
* Experience in using tax software.

If you wish to apply for this role, please send your CV and Covering Letter, to include your salary expectations, via e-mail to recruitment@murraybeith.co.uk