

ROLE PROFILE

Corporate Tax Manager

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The purpose of the role:

A multifaceted role where the individual will be required to lead and take responsibility for individual assignments, as well as team projects, ensuring they are delivered in an effective and timely manner, whilst ensuring the quality of the service meets the firm's aims.

Key responsibilities:

- Manage multiple Tax-based assignments and other associated work in consultation with the Director, to ensure they are dealt with in an accurate and timely manner;
- Prepare letters to clients and third parties for the Associate's and / or Director's approval;
- Liaise with specialists across multiple departments as well as relevant third parties, such as banks and solicitors;
- Correspond with HMRC on tax-related matters;
- Support the Corporate Tax compliance function with technical queries, both internally and externally;
- Regularly attend meetings alongside relationship leads;
- Assist relationship leads through monitoring costs;
- Be responsible for billing clients in a timely manner, in accordance with the firm's guidelines;
- Produce technical tax reports across multiple Corporate Tax-related issues;
- Be responsible for the planning and completion of assignments, including delegating, supervising, and reviewing technical advisory work and queries appropriately;
- Be a positive team player and collaborate with others in working towards the department's people, client, and business goals;
- Support the Corporate Tax team members by promoting a learning environment that encourages the development of others;
- Participate in developing firm-wide initiatives.

Success in this role will look like:

- Delivering an operationally effective and consistent client experience in relation to Corporate Tax.
- An enhanced quality of service offering in relation to the critical Tax function that results in higher client advocacy and the expansion of RL's advisory potential.
- Helping clients realise their potential.

This role requires living and breathing all our RL values of Passionate, Personal & Professional.

In addition, the following skills and experience are required to deliver in this role:

Personal Skills:

- Client-focussed;
- Commercial awareness and understanding of the business environment;
- Technical knowledge and skills;
- Time-management and priority setting;
- Confidence and professionalism in liaising with clients, other professional advisors, and key stakeholders.

Technical Skills:

Essential

- Knowledge of Corporation Tax, including; capital allowances and key capital gains tax reliefs;
- Experience of technical report writing;
- Ability to identify and explain technical points to clients and team members;

Desirable

- Experience in dealing with HMRC investigations and drafting tax clearances;
- Knowledge of stamp duty and / or stamp duty land tax (SDLT);
- Experience of building step plans for corporate reorganisations.

Experience and Qualifications:

- CTA or AAT qualified, plus relevant experience;
- 4-5 years PQE within a general Tax environment (or alternatively 1-2 years within a Corporate Tax environment);
- Experienced in undertaking consultancy or advisory work;
- Knowledge and / or experience of accounting (desirable).

Other requirements & details about the role:

- Full driving license, with access to a car would be preferred;
- Base office will be our Chelmsford office, but the role will require you to visit our other offices in Southend and Basildon from time to time and visit client premises. Mileage costs will be paid for inter-office and client travel.