



Job Description: Tax Manager

Job Description For:	Tax Manager
Reporting To:	Tax Partner/Tax Directors
Area of direct responsibility	Offer advice and develop solutions to complex technical issues of a personal and corporate tax nature. Manages a team dealing with complex and demanding assignments on a day to day basis.
Key Responsibilities:	<p><u>Technical responsibilities</u></p> <ul style="list-style-type: none"> • Assists with tax due diligence on company acquisitions and disposals working alongside the corporate finance team • Advising on reorganisations, demergers, share schemes, HMRC enquiries and profit extraction • Acts as the focal point for the delivery of sophisticated corporate and personal tax advice to client and to Partners, recognising issues to manage technical risk. <p><u>Clients</u></p> <ul style="list-style-type: none"> • Takes responsibility and ownership of the client relationship. • Manages client assignments that are sizable in both scope and scale, including high net worth clients • Writes high quality tax reports, professionally presented documents, requiring minimal input from Directors or Partners. • Identifies and evaluates risk management issues, mitigating risk appropriately • Consults effectively with specialists within the firm when faced with complex risk management. <p><u>Team</u></p> <ul style="list-style-type: none"> • Takes responsibility and ownership for wider team issues • Takes a proactive role in team meetings and planning • Understands broader firm and identifies internal linkages <p><u>Business Development</u></p> <ul style="list-style-type: none"> • Proactively seeks business development opportunities • Builds and maintains a network from which referrals are received. <p><u>Managerial responsibilities</u></p> <ul style="list-style-type: none"> • Leads, manages, motivates and coaches junior staff by inducting effectively, giving regular feedback and completing timely performance reviews • Ensures appropriate delegation of caseload to more junior staff

<p>Other Responsibilities:</p>	<ul style="list-style-type: none"> • The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate • Staff are required to have a Personal Development Plan and to participate in training, meetings or conference considered relevant to their job • Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook • To abide by the company's policies and procedure • To adhere to all health and safety legislation • To promote Equality and Diversity in the workplace • To undertake any other task that is deemed reasonable within your skill set
<p>Performance Reviews</p>	<p>Performance management will be carried out by your line manager in accordance with the Firm's Performance Management Policy.</p>
<p>Training</p>	<p>It is a condition of employment that you make yourself available for and take full advantage of training.</p> <p>You are required to maintain your own professional continuous development.</p>