



Person Specification

Job Title:	Tax Manager
Department:	Tax

	Essential	Desirable
Knowledge, Skills and Abilities		
- The ability to take responsibility for resolving issues and delivering solutions	X	
- The ability to effectively communicate and create drive and enthusiasm through techniques appropriate to the situation	X	
- The ability to work in co-operation with others to achieve the required objective	X	
- The ability to work effectively, monitoring and checking the accuracy of work and developing others to solve problems	X	
- The ability to see and understand the requirements for effective client relations, how these relate to individual roles, teams, departments and the overall aims of the Firm	X	
- The ability and enthusiasm to willingly identify and develop the potential in others and achieve the aims of the Firm	X	
- The ability to manage, for a profit, the performance of groups or individuals in such ways that deliver high standards and results	X	
- The ability to understand and identify financial, commercial and business	X	

<p>opportunities and how these may be utilised to the benefit of the Firm.</p> <ul style="list-style-type: none"> - The ability to build and lead an effective team, or teams, by motivating, supporting and empowering individuals - Proven ability to research technical taxation issues and give advice 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
<p>Qualifications / Experience</p> <ul style="list-style-type: none"> - Chartered Tax Adviser - Driver's licence and own vehicle - 5 years' experience of working in a professional services environment Tax team - Specific experience in: <ul style="list-style-type: none"> (i) Corporate tax advisory work (ii) Personal tax advisory work (iii) Supervising & reviewing work of junior members of the team (iv) Advising on reorganisations, demergers, share schemes, HMRC enquiries and profit extraction 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>
<p>Personal: (Attitude, Disposition, Circumstances)</p> <ul style="list-style-type: none"> - Integrity and respect for confidentiality - Team player - Leader - Pro-active - Professional - Can multitask and uses own initiative - Tactful - Calming presence - Solutions-focussed - Prepared to travel - Committed to equality and diversity, and anti-discrimination 		