

## **JOB DESCRIPTION**

Role : Assistant Manager

Reporting to : Manager / Director /Partner

Team : Business Tax

### **Overview of role**

Assistant Managers are responsible to Managers/Directors and Partners for the smooth running of client projects as assigned to them and for ensuring that technical work is carried out in accordance with the firm's high standards and established procedures. AMs are expected to assist and support the firm in meeting its strategic aims and commercial objectives.

### **Nature of work**

Managing compliance work as required and assisting in client assignments and advisory work as appropriate. Reviewing of corporate tax returns and work completed by more junior members of the team.

### **Main responsibilities and duties**

#### **Technical**

1. Acting as Business Tax specialist giving advice to clients and PEM Groups on various Business Tax issues (and compliance).
2. Dealing with routine correspondence concerning client's affairs on a timely basis.
3. Overseeing jobs and WIP within the team.
4. Reviewing tax returns and providing guideline feedback as necessary.
5. Assisting with detailed and more complex work on assignments when necessary/appropriate.
6. Having a comprehensive knowledge of subject, keeping up-to-date with tax legislation changes, HMRC practices and current tax planning ideas.

#### **Managerial**

1. Overseeing billing, debt collection, and reduction of write-offs.
2. Maintaining personal work programmes and monitoring jobs awaiting completion.
3. Monitoring own chargeable hours targets.
4. Supervision of trainees where appropriate.

#### **Commercial**

1. Staying up-to-date on the latest technical developments.
2. To identify marketing opportunities both for additional services with existing clients and introducing new clients to the firm.
3. Assisting other team members with proposals from initial identification, to help win new and profitable business.

#### **Team work**

1. Share knowledge and information within the department.
2. Take a positive approach to work, the department and firm in general.
3. Actively seek opportunities to cross refer other departments and engage them in assignments where appropriate.

Specific or general comments

Keep technically up-to-date, particularly in those areas in which you are involved and maintain personal CPE records. Continue to gain expertise in other areas such as commercial and personal skills.

Prepared by : TM

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