

Job Description

Role: Manager
Team: Employment Tax

Overview of role

Based in the heart of high-tech Cambridge, PEM's Employment Tax team works with the full range of employers in Cambridge including start-ups, SMEs, charities and education providers.

Our team's core work is advising clients on general employment tax matters, employee share incentives, and international employments. We work closely with all of PEM's specialist teams, ensuring a diverse range of work and clients.

You will play a crucial role in providing expert advice and guidance to our clients on employee share incentives and general employment tax matters. Your role will incorporate designing and implementing share option schemes (liaising with legal advisors as needed), advising on employment related securities generally, agreeing share valuations with HM Revenue & Customs and assisting clients with HMRC share scheme compliance. You will also advise clients on employment tax matters, which will incorporate (but will not be limited to) employment status and off-payroll working; termination payments; end of year compliance; due diligence and HMRC enquiries.

The role is outward facing with significant contact with clients, referrers, other departments within PEM and HMRC. You will be an excellent communicator with experience of delivering presentations and article writing on topical areas relevant to the role.

Nature of work

Working for existing Employment Tax clients and new clients on advisory and compliance matters with the ability to convert referral opportunities (both internally and externally from a strong network) into fees for the team. The role involves a great deal of client contact. External/internal promotion of employment tax services is required to generate new opportunities including presentations and networking.

The role is primarily office based but with ability to work flexibly from home under PEM's current working policy.

Main responsibilities and duties

Managerial

The role will have significant managerial responsibility:

1. Responsibility for timely billing, debt collection, and control of recovery rates.
2. Liaising with PEM staff and Partners, and where appropriate managing individuals as part of any project work.
3. Monitoring and managing own workload against personal chargeable hours targets by multi-tasking and setting priorities.
4. Showing potential for growing the Employment Tax team and assisting with the development of strategy.

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A full list of Partners can be found on our website.

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5. Participating in the PEM performance appraisal scheme by helping to identify your own and others strengths, weaknesses and training needs.
6. Optimise communication between partners and staff. Positively supporting the future direction of PEM by proactively participating in group meetings etc
7. Working across departments in particular providing support for staff in the wider tax group.
8. Membership of relevant business development teams of the firm.

Commercial

1. Staying up-to-date on the latest technical developments and actively seeking to identify what services the competition are offering.
2. Building strong client relationships and providing the highest standards of care to all PEM clients.
3. Identifying marketing opportunities for additional services.
4. Exploiting business development opportunities with existing clients and new clients to the firm.
5. Supporting others to capitalise on opportunities to win new and profitable business.
6. Understanding and supporting PEM's marketing strategy.

Team work

1. Sharing knowledge and information with the team and other groups.
2. Encouraging team members to be positive, to develop their skills and to give of their best in line with firm's goals.
3. Helping to identify and resolve any staff issues that arise and keeping the partner advised/involved where appropriate.

Specific or general comments

Keeping technically up-to-date particularly in those areas in which you are involved. Maintaining personal CPE records. Continuing to gain relevant expertise working with colleagues in other areas to develop your commercial and personal skills.

Prepared by : ME
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