

JOB DESCRIPTION

Job title	Tax Manager
Location	Station Road, Cambridge
Department	Private Clients
Line manager job title	Partner

Overview

Responsible for a portfolio of clients and for delivering first class service to those clients and PEM colleagues. The manager will also be responsible for assisting in providing high net worth individuals and their families with high-quality personal tax advice. The role supports Partners and directors in achieving the firm's strategic, commercial and operational objectives, including technical excellence, business development, and continuous improvement within the team

Key accountabilities

- Acting as tax specialist, giving clear and concise advice to clients and PEM colleagues on various personal tax issues and assignments.
- Assisting partners and directors with detailed and complex work on advisory assignments when necessary providing intelligent and creative solutions to tax issues, both reactively and proactively.
- Seen internally as subject matter proficient, maintaining and continually developing a comprehensive knowledge of personal tax, keeping up to date with tax legislation changes, HMRC practices and current tax planning ideas.
- Assist and lead where appropriate with technical training needs within the department.
- Identify marketing opportunities both for additional services with existing clients and introducing new clients to the firm including cross selling within PEM as well as assisting partners and directors with business development.
- Ensure compliance with internal procedures, setting a good example to junior colleagues.
- Review work drafted by other team members. Mentor and develop the team, fostering a positive working environment
- Ensure compliance with risk management processes, internal procedures and quality assurance standards
- Effective management of billing to ensure minimal write-offs, and recoverability, hours and WIP targets are met.
- Ensure chargeable hours, work in progress and recoverability target KPI's are met.
- Effectively delegating work to assistant managers, tax trainees and processors.

Person specification

- ATT and CTA qualified
- Sound proven compliance and technical knowledge
- Demonstrated ability to mentor and provide guidance to junior colleagues, sharing knowledge and expertise in a supportive manner.
- Excellent communication skills and client relationship skills, with the ability to deliver high-quality written and verbal advice
- Ability to juggle multiple priorities and plan work effectively including work that has been delegated
- Commitment to continuous professional development and maintaining up-to-date technical knowledge