

JOB DESCRIPTION

Job title	Share Scheme Tax Manager
Location	Cambridge
Department	Employment Tax
Line manager job title	Partner

Overview

The Share Scheme Tax Manager will play a crucial role in providing expert advice and guidance to our clients on employee share incentives and general employment tax matters. The role is outward facing with significant contact with clients, referrers, other departments within PEM, and HMRC.

Key accountabilities

- Engage and build strong relationships with clients to understand their needs.
- Provide expert tax advice on share plans and related transactions.
- Design and implement share plan structures and employee incentive schemes.
- Agreeing share valuations with HMRC and assisting clients with HMRC share scheme compliance.
- Advise on employment-related securities generally.
- Opportunity to be involved in employment tax matters, including employment status and off-payroll working, termination payments, end of year compliance, due diligence, and HMRC enquiries.
- Support the team with any other duties where required.

Person Specification

- Demonstrated experience in a Share Scheme/Reward team within an accountancy or law firm;
- Relevant professional qualifications such as ATT, CTA, or ACA;
- Strong client handling and project management skills, with a track record of delivering high-quality service;
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation;
- Proficient attention to detail to ensure accuracy;
- Ability to balance multiple priorities and deliver to strict timelines.