

## JOB DESCRIPTION

<b>Job title</b>	<b>Trainee Tax Adviser – School Leaver or Graduate (ATT/CTA)</b>
<b>Location</b>	<b>Cambridge</b>
<b>Department</b>	<b>Business Tax</b>

### Overview

Are you a recent school leaver or graduate looking to launch an exciting career in taxation?

PEM, the largest independent accountancy firm in Cambridge, is seeking talented school leavers or graduates to join our Tax team as a Trainee Tax Adviser. This exciting opportunity is ideal for ambitious individuals looking to start a rewarding career in taxation and tax advisory services.

### Key accountabilities

As a Trainee Tax Adviser in Business Tax, you'll assist with tax return preparation, basic tax computations and support tax planning assignments. You'll work on both client-focused projects and office-based tasks, gaining exposure to our diverse and exciting client base across various industry sectors

### Person Specification

- A minimum of 112 UCAS points from all your 'A' Levels in relevant subjects and/or a minimum 2:2 degree ideally in a relevant analytical subject such as mathematics, business, economics or sciences
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal abilities
- Professional approach with a good eye for detail
- Ability to work flexibly and supportively within a busy team
- Commitment to maintaining high professional standards