

Job Description

Job Title: Assistant Manager
Location: Cambridge
Department: VAT
Line Manager Job Title: VAT Director

Overview

The Assistant Manager supports senior leadership in the effective operation of the VAT team, contributing to the delivery of the firm's strategic, commercial, and client service objectives. The role involves supporting team performance, contributing to continuous improvement initiatives, and ensuring high standards of technical delivery and client care.

The role involves a broad range of VAT advisory and compliance work, providing support and guidance to both clients and internal stakeholders.

Key accountabilities

- Provide VAT advice to clients and colleagues on a wide range of VAT matters.
 - Manage routine client correspondence in a timely and professional manner.
 - Maintain up-to-date technical knowledge of VAT legislation and practice.
 - Support the delivery of more complex and detailed assignments as required.
 - Ensure compliance with the firm's quality assurance procedures and maintain a high standard of client care.
 - Support the efficient and cost-effective delivery of VAT work, including explaining any write-offs where appropriate.
 - Keep senior team members informed of assignment progress and raise any issues or risks promptly.
 - Support internal compliance processes and monitor work in progress.
 - Manage time effectively to meet deadlines and chargeable hours targets.
 - Stay informed about market developments and competitor activity.
 - Identify opportunities to provide additional services to existing and prospective clients.
 - Support the preparation of proposals for new work.
 - Promote PEM and its services appropriately and professionally.
- Work collaboratively to identify and resolve issues, involving others where needed.

PEM
Salisbury House
Station Road
Cambridge CB1 2LA

t. +44 (0)1223 728222
e. hello@pem.co.uk

pem.co.uk



1875 Accounting Limited t/a PEM.
A full list of Partners can be found on our website.

Company Registered Number: 17014349
Registered Office Address: Salisbury House, Station Road, Cambridge, United Kingdom, CB1 2LA
Country of Registration: England

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Person specification

- ATT qualified (or equivalent), together with up-to-date knowledge of UK VAT legislation and a commitment to ongoing professional development. CTA qualification would be beneficial.
- Demonstrable VAT experience in professional services or a similar environment, including advising clients across different sectors and managing multiple assignments to deadline.
- Strong ability to interpret and communicate complex technical matters clearly to both technical and non-technical audiences, with high attention to detail and accuracy.
- Proficiency in Microsoft Office and relevant tax systems.
- Commercial awareness, including the ability to identify opportunities to add value to clients and support business development activities.
- Clear and professional communication skills, both written and verbal, with the ability to build effective relationships with clients and colleagues at all levels.
- Collaborative mindset with a willingness to share knowledge, support team development, and work proactively to resolve issues.
- Strong organisational and time management skills, with the ability to prioritise effectively to meet deadlines and chargeable hours targets.
- Professional, reliable, accountable, adaptable, and committed to delivering high standards of client service.