

## JOB SPECIFICATION

**Title :** Assistant Tax Manager

**Experience level :** 1-2 year's PQE

**Ref :** ST/C01

**Job type :** Full time/agile working

**Salary:** £45,000

### About Syon Tax

We are a multi-disciplinary tax advisory only practice offering a tailored and partner-led approach to tax advice. As a registered firm of Chartered Tax Advisors by the Chartered Institute of Taxation (CIOT), we uphold the professional conduct in relation to taxation (PCRT) with high regard and at the forefront of our approach when delivering tax advice to our clients.

As a practice with a highly competent and creative team, there aren't many areas we don't advise on. We think beyond the present and beyond borders to deliver long-lasting value. We act for a wide range of clients directly which consist of high net-worth individuals and privately owned national businesses. In addition to this, we work with accountancy practices, corporate finance boutiques, law firms, family offices and financial advisors to provide tax advice in respect of their clients.

### The role

This role would be suited to a newly qualified ACA or CTA individual with experience in a private client or OMB tax advisory team. The successful candidate will demonstrate strong project management skills and a desire to develop their technical ability further.

### Responsibilities

- Drafting tax advisory reports, HMRC clearance applications, tax valuations and other tax led deliverables on more complex project advisory work.
- Project manage basic tax advisory work, ensuring key milestones and deadlines are met.
- Continue to develop technical knowledge through the support of senior members of the team and using tax legislation, HMRC guidance and case law.
- Managing and communicating with key stakeholders such as accountants, lawyers, financial advisors and other professionals in respect of client matters.
- Ensuring that clients are kept up to date on progress of the project.
- Providing ad-hoc support to trainee consultants on project advisory work.
- Being involved in business development and proposal activity.





### **Qualifications and Skills:**

- Strong educational background (preferably 2:1 or higher University degree)
- ACA or CTA qualified with private client or OMB tax advisory experience and up to 1-year PQE.

### **The Individual:**

- Strong project management skills.
- Displays good technical strength in private client/OMB tax advisory matters with the view to developing this further.
- Shows enthusiasm and a positive attitude that translates across the team.
- Displays an inclusive, collaborative approach and operates in a respectful manner with colleagues and clients.
- Communicates clearly with key stakeholders and other members of the team.

### **Salary and benefits**

We believe that when our people feel valued and rewarded, their potential is unlimited. We offer highly competitive starting salaries and review remuneration packages regularly to ensure that our pay always positively reflects performance.

As well as offering support with ongoing training and development, we also provide the following :

- Competitive bonus scheme
- Flexi-working policy (post successful completion of probation)
- Dress for your day policy
- Working and learning directly from our Partners
- Opportunity to take part in international travel where relevant
- Access to firm-wide pension scheme
- Private medical cover

To apply, please send a CV and covering letter to [info@syontax.co.uk](mailto:info@syontax.co.uk)