

Tax Senior

Scope for: Role for experienced Tax Professional

Office Hours: 09:00 to 17:30 (37.5 hours per week)

Place of Work: Bournemouth

Salary: Depending on experience £18,000-£20,000

Here at Intouch Accounting we are a technology driven firm of Accountants, specialising in the provision of accountancy, taxation and company advice to limited company contractors. We offer a bespoke on-line accounting solution, which is tailored specifically to our clients, along with delivering the highest level of service.

Due to a period of significant growth we are looking for a Tax Senior to join our elite team.

The role will provide support to the client Managers, assisting with the compilation of information, reconciliations, drafting tax returns and handling compliance related HMRC calls and correspondence. This role would suit you if you have a minimum of 2 years' experience within HMRC or within the tax department of an existing accountancy business. You will have an understanding of tax administration relevant to micro limited companies, including VAT, PAYE, Corporation Tax and Personal Self-Assessment.

The Tax Senior role includes:

- Maintenance of agent authorisation and HMRC online gateway
- VAT registration and deregistration, scheme updates and Flat Rate Management
- PAYE Scheme set up, starters and leavers process, salary and tax code updates
- Expenses reporting and P11D compilation
- Self-Assessment Tax Returns
- Tax liability reconciliations and management of payments or Accounts

You'll be required to have a good general grasp of IT. Experience of PTP and Money Soft products is ideal, but not essential. Our online systems are fully bespoke, accordingly in-house training will be provided.

In addition to the technical skills the role requires you will need to have a good attention to detail, professional work approach and an ability to work positively in a team, coupled with excellent communication and interpersonal skills.

In return we offer a very positive work environment, with a strong focus on delivering a great client service, using bespoke and modern technology. We have a high performance culture and strong candidates will develop quickly and be rewarded on their merit, taking advantage of opportunities which become available sooner than working in general practice. If you are interested in applying for this role please send your CV with a covering letter to beckie.charles@intouchaccounting.com.