

Tax and Administration Support

Scope for: Role for someone interested in Accounts & Tax

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

Place of Work: Bournemouth

Salary: £14,000-16,000

Here at Intouch Accounting we are a dynamic and rapidly growing, professional accounting services business based in Bournemouth, who is looking for a Tax and Administration Support to join our existing team.

As a technologically driven firm of Accountants, we specialise in the provision of accountancy, taxation and business advice to professionals trading through their own Limited Companies. We offer a bespoke on-line accounting solution, which is tailored specifically to our clients, along with delivering the highest level of service.

The role will provide support to the Managers, assisting with the compilation of information, administration tasks and handling compliance related HMRC calls and correspondence.

This role would suit someone who is looking to take on a supporting administration role within a fast paced accountancy firm, with perhaps an interest in accounts and tax.

The Tax & Administration Support role includes:

- Scanning, filing and postal duties
- General admin tasks
- HMRC & Companies House correspondence
- Maintenance of agent authorisation and HMRC online gateway
- VAT Registration, Deregistration and scheme changes
- 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

The role requires a good general grasp of IT, good attention to detail, professional work approach and an ability to work positively in a team, coupled with excellent communication and interpersonal skills. Other accounting and tax computer or online systems are fully bespoke, accordingly in-house training will be provided.

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 a general practice.

If you are interested in applying for this role please send your CV with a covering letter to beckie.charles@intouchaccounting.com.