

*Tax and Administration Assistant, Bournemouth, £14-16,000 (plus bonus)*

## **About us**

Intouch is a modern, specialist contractor accounting firm based in Bournemouth. We deliver an excellent service through excellent people, over the phone and online using a bespoke technology platform.

It's an exciting time to join Intouch; we have a high performance culture and ambitious growth plans meaning that strong candidates will develop quickly and be rewarded on their merit. We're looking for a bright and organised Tax and Administration Assistant to join our team and would love to welcome motivated, talented people to join us.

## **About the role**

As one of our team of Administrators, you will provide support to the Personal Accountants by providing:

- Anti-money laundering and client set-up on our bespoke systems
- Preparation, issue and review of bank applications
- Preparation of visa, employment and mortgage references
- HMRC & Companies House correspondence
- VAT registration, deregistration and scheme changes
- Expenses reporting and P11D compilation
- Self-assessment tax returns and tax liability reconciliations
- PAYE scheme set up, starters and leavers process, salary and tax code updates

In return, you will receive a competitive salary, a performance-related bonus, clear career progression and some great benefits, including:

- Holiday starting at 23 days (and increasing with service) plus bank holidays and your birthday off!
- 5% pension contribution
- Access to professional training and personal development opportunities
- Enhanced maternity/paternity/adoption leave plus childcare vouchers
- Free Financial and Mortgage advice plus Life Assurance
- Perkbox Platinum membership

## **About you**

This role would suit someone who is looking to take their first step in a career in a fast paced accountancy firm. You'll be highly numerate, with an interest in accounts and tax and great attention to detail. Our systems are bespoke, so if you're ready to learn the ropes as part of a fun and hard working team, then full training will be provided.

If you're an ambitious team player looking for a great opportunity and think you have the skills and experience we're looking for, then get in touch today. Please send your CV along with a covering letter to Hannah Walker, email address: [hr@intouchaccounting.com](mailto:hr@intouchaccounting.com).