



CORPORATE TAX MANAGER

Job description

Reporting to:	Partner	Department:	Corporate Tax
Location:	Guildford	Direct reports:	XXXX

Overall job purpose

To manage and control a substantial portfolio of Corporate Tax clients in the office, ensuring both excellent client service and identification of further work opportunities. Making a significant contribution towards the overall future development and success of the team, office and firm. In addition, to take an active role in business development opportunities and networking events.

Responsibilities

- To ensure that the clients' tax affairs comply with statutory requirements, and manage compliance work efficiently.
- To manage the assignment in accordance with the firm's standard procedures and confirm arrangements with the client, including likely costs and billing arrangements.
- To ensure tax quality at all times by adhering to the Firm's quality standards.
- To identify and advise on tax planning opportunities and to undertake specialist technical assignments as required.
- To brief junior staff on the client's business and the pre-assignment instructions, to supervise and control the completion of work, and to undertake 'on the job' training and appraisals where necessary.
- To ensure that the job is completed within budget, and to discuss all material points arising with the assignment partner in the first instance and client immediately, particularly in relation to any anticipated overruns.
- To liaise with the client throughout the year and to practise the principles of excellent client service at all times.
- To ensure that appropriate liaison takes place with all other departments, and that all potential client needs are identified and serviced accordingly.
- To develop a detailed knowledge of the firm's specialist services, and to undertake special work in response to client needs where appropriate.

- To perform the firm's review and completion procedures, to attend meetings with the client, and to ensure that the client subsequently receives completed work on time.
- To ensure the work meets targeted recovery, and to bill clients on a timely basis.
- To maintain an advanced level of technical knowledge through appropriate reading and courses, and to fulfil professional bodies' CPD requirements.
- To research and prepare proposals for new work, and to take part in formal presentations to prospective clients.
- To take an active involvement in all seminars, and to effectively follow up contact made.
- Attend staff meetings and training as required.
- Maintain an awareness and observation of Health and Safety issues within the Firm, and report any concerns to the Health and Safety Representative.
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the role and its grading, as requested by the line manager, Head of Department or any Partner.

Personal and professional qualities

The role requires:

- Good standard of education, particularly in Maths and English
- CTA / ATII qualified is preferred or equivalent (along with an accounting qualification such as ACA or ACCA).
- Significant previous experience operating at Manager or a similar role is required, or can demonstrate the skill set required to undertake the role.
- Proven experience in client handling and project management
- Proven tax experience in producing high quality work within budget.
- Tax experience from a practice background would be a distinct advantage.
- Business development experience and interest in this aspect.


Behavioural Competencies

Client Service

- Has an understanding of all RSM service offerings and ensures added value to clients.
- Builds and sustains relationships with senior client staff and is efficient in dealing with the client queries both professionally and promptly.
- Identifies areas of risk and takes action to address these.

Business Skills

- Raises own profile and RSM's profile through networking at business and client events. Initiates and develops business contacts.
- Acts in accordance with legal, regulatory and internal risk management requirements.

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- Prepares client proposals, liaises with marketing, acting on feedback.
 - Demonstrates wide commercial awareness.

Team Skills

- An active and supportive member of the management team.
- Addresses and manages staff issues timely and effectively.

People Development

- Supports the recruitment and selection of trainees, seniors and assistant managers.
- Provides constructive feedback and sets realistic objectives. Manages the performance of others through the annual performance review process when requested.

Note: This job description reflects the present requirements of the role. As duties and responsibilities change, the job description will be reviewed and will be subject to amendment in consultation with the individual.