

VAT ASSOCIATE

Job description


Reporting to:		Department:	VAT Tax
Location:	Edinburgh	Direct reports:	

Overall job purpose

To assist the region's VAT Partner in managing and controlling VAT client work including the review and preparation of VAT returns. Undertake detailed planning and implementation of VAT work, ensuring the provision of an effective and cost driven service to clients in line with budgets

Responsibilities

- To act as the day-to-day point of contact for the client, and to practice the principles of excellent client service at all times.
- To ensure that the assignment is undertaken in accordance with the pre-assignment instructions, and to carry out more complex aspects of the assignment efficiently, thoroughly and in accordance with the firm's procedures.
- To ensure VAT quality at all times as directed by the Partner, and to assist with internal and external quality assurance, ensuring any actions are completed in line with the firm's professional standards.
- To respond to clients' correspondence as a matter of priority, and to keep the client and Partner fully informed of the current status of the VAT work.
- Provide VAT Consultancy services to all clients in relation to indirect taxes, to ensure clients are always given the best advice.
- Respond to client requests in accordance with the firm's internal client charter and provide a consistently helpful and proactive service to clients.
- To maintain an awareness of the firm's specialist services and publications to ensure effective client service.
- To develop an advanced level of technical knowledge through appropriate reading and courses and an awareness of the firm's services, brochures and publications.
- To record time spent on each client's affairs using relevant computer software.
- Attend staff meetings and training as required.

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- 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

- Good standard of education, particularly in Maths and English
- Experience of VAT.
- Proven ability in handling VAT enquiries.
- Experience of a client or customer facing environment.
- Proven experience in client handling and managing a busy portfolio.
- Prior experience within HM Revenue & Customs would be desirable.

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.