



# CORPORATE TAX ASSOCIATE

## Job description


Reporting to:	Tax Associate Director and ultimately Tax Partner group	Department:	Corporate Tax
Location:	Edinburgh	Direct reports:	2

### Overall job purpose

To provide management of each tax compliance or advisory assignment in an efficient and effective manner. Working collaboratively and communicating with clients and colleagues to help ensure that our clients receive the highest quality service in all aspects.

### Responsibilities

- To act as day-to-day point of contact for the client, and to practice the principles of excellent client service at all times.
- To work with colleagues to plan the delivery of assignments and ensure that assignments are undertaken in accordance with the plan.
- To carry out complex aspects of the assignment efficiently, thoroughly and in accordance with the firm's procedures.
- To ensure tax quality at all times by adhering to the firm's quality standards.
- To be responsible for the business and corporation tax compliance service for business and corporate clients.
- Advising on payment of tax liabilities as they become due.
- Preparation and submission of corporation tax returns and supporting computations.
- Dealing with enquiries raised by the HM Revenue & Customs.
- Work with colleagues on tax planning and advisory projects.
- Work closely with colleagues in other departments on projects and to identify opportunities.
- To develop a network of external contacts and peers
- To maintain an awareness of the firm's specialist services and publications. Ensure added value to clients.

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- To provide adequate briefing, supervision and training for junior staff.
  - To review work completed by junior staff for adequacy and completeness, and to undertake job appraisal interviews.
  - To assist in student recruitment, training and marketing activities as required.
  - To develop and maintain an advanced level of technical knowledge through appropriate reading and courses, and to fulfil the professional bodies' CPE requirements.
  - To accurately record time spent on each client's affairs.
  - 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.

#### Personal and professional qualities

The role requires:

Essential:

- ACA, CA, ATT or CTA qualified
- Work experience within an Accountancy Practice, with exposure to Corporate Tax
- Experience of a client or customer facing environment would be advantageous.
- Proven experience in client handling and managing a busy portfolio.

Desirable:

- Current role to be 50%+ Tax based.
- Experience of using specialist tax software system

**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.**