

## **LANGDOWNS DFK**

Langdowns DFK are a firm of Chartered Accountants and Business Advisors with offices in Eastleigh, Andover and Basingstoke. We are looking for a Personal Tax Semi-Senior to join our friendly Tax Team, based in our Basingstoke office.

### **PERSONAL TAX SEMI-SENIOR**

You will be responsible to our Assistant Tax Manager, and ultimately our Tax Director, in carrying out the duties listed below.

#### **Job description**

You will be working within the Tax Department reporting to our Assistant Tax Manager. You will be ATT part or fully qualified.

This role predominately involves personal tax compliance with some tax advisory aspects.

You will be responsible for the preparation of Self Assessment Tax Returns and other tax-based submissions for a mixed portfolio of personal tax clients, liaising closely with the portfolio holders.

#### **Key responsibilities**

Duties will include the following:

- The preparation and submission of Self Assessment Tax Returns to meet internal, client and statutory deadlines
- The preparation and submission of P11D, CT61, NRL and CIS Returns
- The preparation and submission of residential capital gains accounts to meet statutory filing requirements
- Assistance with tax administration, notices of coding, dealing with routine correspondence with HM Revenue and Customs and clients
- Keeping the portfolio holders and others involved with the client informed of developments
- Identifying areas of risk within the cases managed
- Identifying planning and advisory opportunities from all areas of work and advising portfolio holders thereof
- Perform and contribute effectively to staff appraisal meetings
- Continuously develop own knowledge and skills by professional reading and attending Solent Accountancy courses / updates
- Complete timesheets accurately each day
- Any other reasonable duties

## **Personal Qualities**

- Excellent communication skills
- Flexible and adaptable to business changes and the seasonality of the tax compliance cycle
- Self motivated, quick thinking and keen to show initiative
- Ability to plan workflow and meet deadlines
- Well presented and possessing the necessary attitude and personality that is associated with a professional firm
- Able to demonstrate good interpersonal skills with staff and clients alike
- Able to adhere to budgets and advise portfolio holders of problems on a timely basis

## **Professional Attributes**

The qualification / skill areas that are essential are:

### **Qualifications**

- ATT part or fully qualified or qualified through relevant experience

### **Skills**

- Tax Return preparation experience
- P11D preparation experience
- Use of computer packages to produce Self Assessment Tax Returns and P11Ds
- Driving Licence and use of a car

The qualification / skill areas that are desirable are:

- At least 3-5 years' experience in a similar practice
- Experience using IRIS Accountancy Suite
- Employment Related Securities experience