

## TAX ADMINISTRATOR

Prime Chartered Accountants has a vacancy for a Tax Administrator within our Tax department. This position is a full-time role.

### The successful applicant will have the following skills and qualities:

- self motivated, efficient and hard working
- pay attention to detail
- meticulous in maintaining records
- excellent Microsoft Word skills
- have a good working knowledge of Microsoft Excel and Outlook
- have good communication skills
- able to interact positively with staff at all levels
- able to take responsibility
- able to deal with deadlines
- able to prioritise work to meet demands of clients and the business
- articulate
- confidential
- punctual

### The role will involve dealing with the following work:

- Dealing with incoming correspondence for the tax department
- Contacting clients to request information
- Preparing outgoing correspondence and sending either electronically or in the post.
- Maintaining and updating client details
- Scanning and filing client records
- Answering general client queries
- Preparation of bills

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

### Benefits package:

- Annual salary - £to be discussed at interview
- 37 hours per week
- Auto Enrolment pension scheme
- Death in Service scheme (subject to entry criteria)
- 28 days annual and statutory leave per holiday year
- The option to 'purchase' a further 10 days' annual leave in a full holiday year.

