Prime Accountants Group

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TAX COMPLIANCE CLIENT MANAGER

Prime Chartered Accountants has a vacancy for a Tax Compliance Client Manager within our Tax department, based at one of our four locations. The Tax Compliance Client Manager will report to the Tax Senior Manager. This is a position which 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
- have knowledge of personal tax rules
- qualified accountant by official qualification or experience
- experience in managing teams
- meticulous in maintaining records
- able to keep up-to-date with existing and upcoming tax legislation and attend training where necessary
- be able to resolve issues and liaise with other tax manager/Senior Manager where necessary
- excellent Microsoft Word skills
- ideally, though not essential, have experience using IRIS
- 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:

- communicating with clients relating to general queries and only give answers you are sure of, keeping Directors informed where necessary
- find the correct/appropriate answer through research and discussions with other Tax Managers/Senior Manager for any answer when unsure
- being proactive in working with the tax department and the Directors.
- being clients first point of call after the Directors.
- delegating as much of your work as possible to members of the department to allow you to be looking for opportunities to provide the client with additional services
- make referrals to Prime Wealth at every opportunity
- identifying tax planning opportunities
- monitor time spent on jobs and inform the director if a job will not be completed by the expected time, giving reasons where

appropriate and considering the impact on the fee of the extra work being undertaken

- monitoring WIP on jobs allocated to you and ensure bills are issued in accordance with the normal billing cycle for the client.
- billing ad hoc work as soon as possible unless otherwise agreed with the client to bill as part of the normal cycle.
- having greater client contact whilst ensuring a professional image of the firm is made at all times
- ensuring proper communication is maintained between you, client and members of the Tax department, ensuring relevant information is shared with other departments and the Directors as necessary.
- assisting the Senior Tax Manager with the continual development of all systems and matters related to the Tax department
- completing any work delegated to you by the Senior Tax Manager in a timely and effective manner
- building a good network of professional contacts and look for ways of developing the Firm name and obtaining new clients.
- utilising the administration staff fully to reduce the administration tasks from chargeable staff and inform Directors of any problems encountered with this

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.