

## Tax Senior – Job Description

### Purpose

Fitzgerald Power are seeking a Tax Senior to join our successful and expanding Tax Department. The role will be focused on providing clients with high-level support across the broad spectrum of taxes.

### Duties & Responsibilities:

- The role involves working closely with the tax management team to provide tax compliance and consultancy services to clients
- Engaging with clients to develop meaningful client relationships and to deliver a full suite of tax compliance and advisory services to our clients
- Preparation of Income Tax, Corporation Tax, VAT, CGT and other revenue returns.
- Maintaining and monitoring deadlines
- Dealing with queries raised by clients and revenue
- Assistance in delivering consultancy assignments including the preparation of tax reports covering a diverse and interesting range of issues
- Completing all engagements in accordance with the firm's agreed procedures
- Communication with client and staff throughout the assignments in a clear manner to ensure the assignment is completed in the most efficient manner
- Ensuring that all client engagements are completed in advance of reporting deadlines, internal firm deadlines and client expectations
- Ensure work is carried out in a professional and timely manner in line with company values in order to assist in meeting client expectations

### Targets & Measures:

KPI	Measure
The timely production of assigned returns ensuring that timeline targets as set by management are met in conjunction with maintaining the firm's standard of excellent client service.	X day close off as agreed by Account
All Returns are completed monthly/quarterly for all accounts in portfolio	As per Workflow Management System report
Returns are completed by you within agreed budgeted period/hours	As per Workflow Management System /CCH report Performing WIP Budget Review & noting % recovery rate based on billing target
Returns are completed to agreed standard to include file completion checklist	Tracking of quality control checks by management team, with any errors recorded & reworks allocated
All accounts IT/ CT/ VAT returns are completed within the month	All completed by date as per Workflow Management System report

**Competencies:**

- Qualified or Part Qualified AITI/CTA with a minimum of 2 years qualification experience
- Be interested in pursuing a rewarding long-term career in Tax with our organisation
- Be able to manage your own work load and client list
- Strong communication skills
- Strong analytical and technical ability and excellent attention to detail
- Be flexible and well organised
- Great team working skills and an ability to show flexibility when faced with new challenges
- Be capable of developing and managing client relationships
- Ability to multi-task and work to strict deadlines