

Tax Assistant, Wimbledon, Full Time

An excellent opportunity has arisen for an experienced tax assistant to join our team at Hartley Fowler, Wimbledon.

Here at Hartley Fowler, we are an accountancy firm offering a full range of services to our diverse portfolio of clients. We are passionate about professional development: growing our skills, making the most of new technology and learning new ideas, and offer a friendly and supportive working environment.

For the role of Tax Assistant, the successful candidate will be ATT qualified and have a minimum of two years experience in a mixed tax role and will work under the guidance of our tax manager.

The key areas of responsibility will include:

- Assisting with the preparation of personal tax returns
- Assisting with the preparation of corporation tax returns
- Assisting with the preparation of forms P11D
- Responding to day to day issues and queries from clients
- Dealing with correspondence from HMRC and clients
- Preparing rental income and expenditure accounts
- Assisting in various tax planning issues
- Providing day to day assistance to the tax manager
- Complete research work for clients when necessary
- Provide advisory work to clients when requested

Ideal candidate profile:

- Excellent communication skills with clients and team
- Strong academic background
- Numeracy with a high attention to detail
- Business focused and motivated to learn
- Highly organised with a drive to complete tasks
- Good knowledge of new tax legislation
- A mixed experience of personal and corporation tax
- Knowledge of Trusts and IHT
- Ability to work under pressure and use initiative
- Responsive to client needs
- Enthusiastic team player within the office

Hartley Fowler is a great place to work. In return for your skills, knowledge, efforts and achievements, you will be rewarded with a competitive basic salary, company pension scheme, plus other benefits including:

- CTA study as appropriate
- A generous holiday allowance which increases with length of service
- Study and training costs covered to support your ongoing development
- Study leave for those taking exams
- Membership fees paid for the professional bodies ACCA, ACA, AAT, CTA
- Bonuses for passing exams
- Commission for new clients brought in independently

- Healthy workplace: including free fruit & breakfast in the office, and the facilities to cycle to work.
- Staff events: Summer & Christmas events, and other great nights out, including a rounders tournament locally in the summer

This is a great opportunity for an ambitious mixed tax assistant to progress your career in a successful and growing team, in the heart of Wimbledon.

To apply please email your CV and contact details to recruitment@hartleyfowler.com
Direct applications only please.