

Tax Trainee, Wimbledon, Full Time

An excellent opportunity has arisen for a tax trainee 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.

The successful candidate will be ambitious and keen to start a career in tax. You will have ideally one years' experience working in general practice, although this is not essential.

You 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
- Preparing rental income and expenditure accounts
- Assisting with the preparation of forms P11D
- Dealing with correspondence from HMRC and clients
- Preparing Letters of Engagement for new clients and setting up in our system
- Providing assistance to other members of the tax department
- Providing day to day assistance to the tax manager

Ideal candidate profile:

- Excellent communication skills with clients and the team
- Numeracy with a high attention to detail
- Business focused and motivated to learn
- Good organisation skills
- A mixed experience of personal and corporation tax
- Knowledge of Iris Accountancy Suite software
- Ability to work under pressure and use own initiative
- Enthusiastic team player

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:

- A generous holiday allowance which increases with length of service
- Study and training costs covered to support your ongoing development (for the right person)

- 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 trainee to progress in a successful and growing team, in the heart of Wimbledon.

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