

Armstrong Watson – Job Description

Job Title:	Tax Senior (Corporate)
Reports to:	Tax Manager / Director

1. Job Purpose:

- To prepare corporate tax computations on a varied portfolio of clients, and to provide support to help the firm implement pro-active tax planning advice for these clients.

2. Relationships and Context

- Partners and Colleagues who are key stakeholders in client work;
- Tax Partners & Other Tax Colleagues;
- Accounting Colleagues;
- Audit & Assurance Colleagues;
- Financial Planning Consultants;
- Clients;
- Government bodies such as HMRC and other relevant external organisations;
- Other specialists, including sector specialists (such as agriculture)

3. Principal Accountabilities / Responsibilities:

Job Management

- Being responsible for the preparation and completion of corporate tax computations on a varied portfolio of clients;
- Having involvement with and being responsible for other annual filing obligations (such as Employment Related Securities filings / Non-resident Landlord Scheme / ATED etc);
- Supporting clients with their ongoing compliance needs (Instalments regime etc);
- Assisting in the preparation of Research and Development Tax Credit claims;
- Identifying planning and advisory opportunities from their compliance portfolio;
- Assisting in the delivery of pro-active tax planning advice for our clients;
- Dealing with adhoc queries from the wider business;
- Onboarding new clients and responsible for drafting risk management documentation on all matters;
- Delivering training to other service lines on specific technical areas (assisting with the management of WIP for compliance clients)

This job description is not an exhaustive list of all responsibilities and skills associated with the job, but rather an indication as to the core of the position. The post holder may perform other duties and responsibilities as required.

We also expect candidates who are employed in this post to be able to evidence competency in line with our behavioural competencies list / document (which can be accessed from Jostle or by a member of the Recruitment Team upon request).