

David Allen

Taxation Services Assistant

Job Description

Are you looking for a new challenge? A fantastic opportunity has arisen for the right person to join our active taxation department. If you have taxation experience and are looking to start in a new position, we would like to hear from you.

At David Allen, we have always been ambitious and are always looking to develop our business. We have high expectations of our people who help us achieve our goals. In return, we'll offer you plenty of scope for personal development, recognition, a great working environment plus a generous rewards package.

We are seeking to recruit a Taxation Services Assistant reporting to the Taxation Manager and working within a specialist team. The ideal candidate should have an awareness of current legislation at all times, have the experience to focus on delivering projects as part of a team within a wider group of Accountancy professionals and be able to meet deadlines in an accurate and timely manner. The ideal candidate will be highly motivated, professional and client focused and keen to make the most of their skills in an organisation that will enable them to deliver a fantastic level of service.

Other more general skills we are looking for include:

- prepare and submit Tax Returns and any relevant documents in a timely and accurate manner
- handle and resolve taxation queries to a successful conclusion
- liaise with relevant parties to ensure flow of information is constantly maintained
- develop communication channels with business areas and employees alike
- work with the Taxation Manager to improve the efficiencies of taxation operations and work processes
- perform routine Taxation tasks as required by the firm
- plan, prioritise and manage personal time and productivity.

Skills/Experience required:

- good all round taxation experience is essential with the ability to use computerised systems
- understanding Inland Revenue legislation
- maintain accuracy at all times with a keen eye for detail
- ability to withhold confidential information
- ability to work under pressure to achieve deadlines
- provide strong customer skills to all clients
- a team player with initiative, self motivation and a strong work ethic
- flexible and adaptable, with a can do attitude
- experienced in Excel and Word.

Salary

At David Allen, we value long-term relationships and we have a reputation for being

secure, stable and trustworthy. In return for working hard we offer a competitive salary and benefits.