

Job Description

Name:	
Job Title:	Business & Compliance Administrator
Department:	Tax
Line Manager:	Tax Manager
Line Management Responsibilities:	None

Aims and purpose of the job

1. To provide a comprehensive business administration and compliance support service to the Tax Team to ensure the efficient and professional delivery of a support service to clients and to help manage risk in a highly regulated sector.
2. To carry out all work in accordance with statutory and group policies and procedures whilst delivering an exceptional level of service to business and internal clients.

Generic Role Duties to include:

1.	To manage the accurate recording of information in the department's data and support systems. To update manual and electronic records and maintain and update the client database with HM Revenue and Customs. To ensure data management is in compliance with statutory requirements, ensuring that client data, information, and records, are secure at all times and are processed confidentially.
2.	To administer the forms required to set up all new clients in the Self Assessment tax system.
3.	To liaise with previous agents and all external/internal stakeholders to ensure a smooth transference of client information between relevant parties.
4.	To maintain and keep up to date the tax software (Digita).
5.	To liaise with HM Revenue and Customs regarding the submission of all personal tax returns and the management of tax repayments.
6.	To manage all general department administration and perform routine admin tasks as requested by colleagues and other departments.
7.	To always look for ways to improve and develop the department and the client experience.

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Central duties

8.	To represent the business when required to ensure positive links, relations and networks.
9.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
10.	To undertake personal development necessary to ensure effective performance in the role.
11.	To participate in relevant and appropriate training and development as required.
12.	To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.