

## Job Description

<b>Name:</b>	
<b>Job Title:</b>	Tax Consultant
<b>Department:</b>	Tax
<b>Line Manager:</b>	Tax Partner
<b>Line Management Responsibilities:</b>	Tax Assistants & Tax Seniors

### Aims and purpose of the job

To provide a comprehensive and technically excellent tax advice service to a range of business and private clients, ensuring excellent customer service and communication.

To ensure compliance with all regulatory requirements and adherence to systems and processes thereby ensuring excellent standards of governance in taxation advice and processes.

### Generic role duties to include

1.	To provide timely and accurate tax advice to clients, ensuring the highest standard of client satisfaction
2.	To undertake tax planning and all associated work in relation to Inheritance Tax, Capital Gains Tax, Stamp Duty Land Tax, Corporation Tax and other complex tax areas, ensuring that all planning work is carried out within a four week turn-around period.
3.	When required, to prepare and submit Self Assessment tax returns for complex cases; ensuring all work produced is accurate, to the highest standard and in accordance with the relevant legislation with emphasis being placed on ensuring there is a high level of technical content in all work.
4.	To delegate work and assist staff with technical tax queries.
5.	To support the Tax Partner with planning work and the management of all trust matters.
6.	To assist the Tax Partner with marketing and business development to grow the tax consultancy service internally and externally.
7.	To carry out all work efficiently with a recovery of at least 95%.
8.	To maintain and update computer records in a timely and accurate manner.

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9.	To work closely with other members of the team on specialist projects as and when required.
10.	To plan, manage and prioritise your own workflow and productivity to ensure targets and deadlines are met.
11.	To ensure there is clear communication with your line manager and other team members on work being carried out.
12.	To help your line manager identify ways to improve and develop the department.
13.	To take full responsibility for all work and tasks assigned to you.

## Central duties

14.	To represent the business when required to ensure positive links, relations and networks.
15.	To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
16.	To undertake personal development necessary to ensure effective performance in the role.
17.	To participate in relevant and appropriate training and development as required.
18.	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.