

Person Specification – Tax Consultant

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
Five GCSEs at Grade A*-C (9-4) to include Maths and English, or equivalent.	*	
CTA qualified or qualified by experience.	*	
STEP qualified.		*
Skills/ Knowledge/ Experience		
5+ years of experience in accountancy practice in a relevant sector.	*	
Specialist technical knowledge i.e IHT/CGT/Trusts and Estates.	*	
Knowledge of Digita - tax return production software.		*
Competent in Microsoft Word/Excel/Outlook.	*	
Excellent written and verbal communication skills.	*	
Ability to work accurately with consistent care and attention to detail.	*	
Time management skills.	*	
Ability to use own initiative, be flexible and adaptable to changing situations.	*	
Personal Behaviours & Qualities		
Hold high expectations of themselves and others within the company.	*	
The ability to operate effectively, both individually and as a team member.	*	
Professional and confident with the ability to respond to challenges in a calm and professional manner.	*	
Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.		
General		
Ability to travel between offices and to undertake client home visits if required.	*	