

## JOB DESCRIPTION

### 12 month Industrial Placement – Tax

Are you a motivated undergraduate student looking for an industrial placement to gain invaluable experience in the world of taxation?

PEM, the largest independent accountancy firm in Cambridge, is offering an exciting industrial placement opportunity for an ambitious individual eager to kickstart their career in tax.

#### What will you be doing day to day?

You will rotate around our three tax specialisms and spend time in employment tax, business tax and personal tax. This will enable you to gain a wealth of tax experience during your placement. You will help prepare tax returns and do basic tax calculations. You'll be involved in client projects and office tasks, gaining experience with various clients. Your duties include researching tax issues, supporting team members in meetings, handling inquiries about employee incentives.

#### What do we offer?

We believe in nurturing talent and providing a positive culture where people can thrive. Our industrial placement programme includes:

- Comprehensive training and mentoring to develop your skills
- Market salary
- 22 days annual leave
- Free onsite parking
- Social events and team-building activities
- Access to modern technology and tools
- A friendly, supportive, and flexible work environment

#### What are we looking for?

The ideal candidate for this industrial placement will possess:

- Be in the penultimate or final year of a degree.
- Predicated 2:2 degree or higher
- Excellent analytical and problem-solving skills
- Strong communication and interpersonal abilities
- A professional approach with attention to detail
- Ability to work flexibly within a busy team
- Commitment to maintaining high professional standards

#### Next Steps

If you're ready to embark on an exciting journey with PEM, follow these steps:

1. Send your CV and a cover letter outlining your interest and qualifications to [recruitment@pem.co.uk](mailto:recruitment@pem.co.uk)
2. If selected, you'll be invited for an initial call with our talent team
3. Complete a series of short skills tests
4. Attend a final interview with team managers
5. If successful, receive a formal offer and guidance through the onboarding process.