

JOB DESCRIPTION

Job title	Assistant Manager
Location	Station Road, Cambridge
Department	Business Tax
Line manager job title	Director

Overview

The role has responsibility for a small portfolio of Grade B and C clients, and for delivering first class advice and service to those clients as well as PEM colleagues. Assisting where appropriate in reviewing compliance work prepared by the team.

Key accountabilities

- Acting as a business tax specialist giving advice to clients and other PEM groups on corporation tax compliance matters.
- Maintaining a sound knowledge of business tax, keeping up-to-date with tax legislation changes and assisting with dissemination of such information.
- Meet client needs, keeping them up to date with progress and maintaining trust and confidence.
- Reviewing compliance work performed by colleagues under your supervision, prior to senior colleagues review.
- Dealing with routine correspondence concerning client's affairs on a timely basis.
- Management of billing to ensure minimal write-offs and work in progress to ensure recoverability targets are met.
- Ensure chargeable hours, work in progress and recoverability target KPI's are met.
- Identify marketing opportunities where appropriate, both for additional services with existing clients and introducing new clients to the firm.
- Provides solutions to tax issues both reactively and proactively.
- Ensure compliance with internal procedures, setting a good example to junior colleagues.
- Work collaboratively with all members of the team, building confidence and respect of peers and junior colleagues.
- Assisting with training new team members and effectively delegating work to tax trainees and processors.
- Start to build a professional network of clients and contacts.

Person Specification

- ATT and either CTA qualified or with at least 4 years' practical experience, subject to performing at the required level for the role.
- Basic grounding in compliance and technical knowledge
- Excellent communication skills
- Professional attitude, ensuring PEM values are maintained and promoted at all times
- Proficient at all Microsoft Office apps, specifically, excel, word and powerpoint, together with case and document management systems (FibreCRM, Intapp etc.)
- Ability to juggle priorities and plan work effectively
- Excellent time keeping and time management skills