



## Personal Tax Assistant in London - Permanent Placement (m,w,d)

Our client in London is an ambitious and growing business in the finance sector looking to strengthen their team as soon as possible

### **Personal Tax Assistant in London - Permanent Placement (m,w,d)**

#### **Your future tasks and responsibilities:**

- Managing a sizable portfolio of clients
- Registering new client information
- Gathering information and preparing tax computations for client Tax Returns
- Filing timely self assessment tax returns
- Proactively manage and handle all direct customer contact/correspondence-telephones, emails and letters in a timely and professional manner.
- Liaising with HMRC on behalf of clients
- Processing client tax repayments and payment of client fees
- Other ad-hoc duties

#### **Your Profile:**

- Experience of working within a personal tax department environment (ideally a minimum of 1 year experience in practice)
- AAT/ACCA qualified (or part qualified)



- Experience in using Tax Filer (Tax Return filing software)
- Understanding of CIS (Construction Industry Scheme) preferred

**Ihre Vorteile:**

Gerne stehen wir Ihnen unter Angabe der folgenden Referenznummer für Rückfragen zur Verfügung.

Reference-Number: 401025A15338

**Your contact person:**



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