

JOB DESCRIPTION

Name:

Job Title: VAT Senior

Team: VAT

PURPOSE OF ROLE AND PRIMARY OBJECTIVES

- Your role is to work as part of the Tax Consultancy Team providing advice and assistance with VAT compliance and associated VAT consultancy projects and planning opportunities.

REPORTING RELATIONSHIPS

- You will report to the VAT Associate, and possibly other Associates and Directors.
- You will report to clients by letter, email, telephone and attending meetings.

AIMS AND VALUES

All members of the firm are responsible individually and collectively for delivering an excellent client experience through our services. This includes:

- Going the 'extra mile' to assist clients
- Treating every client as unique
- Friendly and approachable style
- Being inspirational and energetic
- Professional and ethical conduct
- Knowledge sharing and pro-active approach to team development
- Focusing on business benefits and lasting change
- Being practical
- Being involved but remaining objective

KEY RESPONSIBILITIES

- Support and promote the aims and values of the firm
- Ensure adequate systems and controls are in place for key service lines
- Regularly reviewing clients' affairs to seek additional selling opportunities

MAIN DUTIES

- Provide clients with VAT compliance services.
- Contribute to an effective VAT compliance monitoring and review process.
- Develop your VAT knowledge to enable you to assist with solutions to problems both in terms of technical and strategic approach.
- Highlight any risks and/or opportunities that may arise when reviewing computations and returns and communicate these points to the VAT Associate/client.
- Prepare letters to clients and third parties for Associate/Director approval.
- Liaise with specialists in other areas, eg Audit and Accounts, and possible third parties, eg banks, solicitors, when required.
- Participation in developing firm-wide initiatives.
- Assist in the billing of clients in a timely fashion in accordance with the firm's guidelines.
- Work towards meeting annual fee targets.

KEY PERFORMANCE INDICATORS

- Delivers high quality work at a level commensurate with your technical skills and experience
- Delivers excellent client service
- Meets personal chargeable hours target
- Meets department/team chargeable hours target
- Cross-sells our services to within the firm
- Meets assignment objectives (timeframes, budgets, outcomes, administration etc.)
- Ensure a thorough approach to research and using available material

QUALIFICATIONS / SKILLS AND EXPERIENCE

- Up-to-date and appropriate knowledge and skills in your technical field to enable you to fulfil the purpose of your role.
- Computer skills appropriate to your role.
- Verbal and written communication skills appropriate to your role.
- Interpersonal and relationship building skills appropriate to your role.
- Time management and organisational skills appropriate to your role.
- Problem-solving ability appropriate to your role.

KEY SKILLS AND ATTRIBUTES

All Team Members are expected to demonstrate a consistent and comprehensive application of the following behaviours:

Personal Effectiveness - Working in an organised, effective and influential manner in order to achieve the required results within acceptable timescales

Commercial Awareness - Focussing on current and likely benefits to the business in all aspects of work, achieving outcomes in a cost effective manner

Client Focus - Ensuring that every effort is made to consistently provide a standard of service to meet and where possible exceed the expectations of both internal and external customers

Change and Innovation - Seeking and persuading others about opportunities for change and reacting to change suggested by others in a helpful and supportive manner

Teamwork - Working together effectively with others to achieve more than could feasibly be achieved individually

Managing and Developing Others - Providing management and support for employees from recruitment onwards so that each and every person is motivated to contribute to their full potential and is meeting or working towards the required standards of performance

Communication - Making the effort to communicate with others in an appropriate, thoughtful and timely manner

Professional and Technical - Possessing and putting to good use all the technical and specialist skills required to carry out the role effectively