

Personal Tax Manager; Eastleigh, Hampshire

Summary of role and key responsibilities

- Manage the overall personal tax department of the company together with a portfolio of circa 150-200 private tax clients providing both compliance and advisory services.
- Provide technical support to the directors and team.
- Dealing with HMRC enquiries as necessary.
- Completion and submission of forms P11d to HMRC on behalf of corporate clients as necessary.
- Promote our tax services to both existing and prospective clients with a view to growing the client base.
- Preparation and submission of capital gains tax returns on behalf of clients on an ad-hoc basis.

The ideal candidate

- Minimum 5-10 years practical experience in a small to medium sized practice.
- CTA qualification desirable but not essential.
- Have good communication and interpersonal skills with the ability to build a rapport and strong working relationships with clients and the team.
- Organised and methodical approach to workload with the ability to manage deadlines.
- Good IT skills with prior knowledge of IRIS an advantage.

What we offer

- A competitive salary.
- Flexible hours to suit the demands of the role.
- 25 days annual leave, in addition to statutory bank holidays.
- A commitment to your ongoing learning and professional development.
- Free parking.
- A friendly working environment with regular social events throughout the year.