***Fully Flexible Agile Working***

**Manager/Senior Manager – Corporate Tax**

**Role Profile**

**About Us**

At BDO we specialise in helping businesses, whether start-ups or multinationals, to achieve their goals. This is achieved through our own professional expertise and by working directly with organisations and the entrepreneurs behind them.

We develop strong, personal relationships with our clients and take an active interest in their businesses, providing an integrated business advisory solution. We have developed a robust understanding of the factors that govern business growth, our objective is to use this to help our clients to maximise their potential.

At BDO we are also committed to helping our people develop to their full potential. We nurture a friendly team culture and our people work within an extremely supportive and creative environment, are valued, and are equipped and empowered to deliver exceptional client service. The quality of the work we do for our clients is directly aligned to the quality of our people.

**Working with us**

Joining BDO means taking the first step to a working life filled with interesting and varied projects every day. We will provide you with the right balance of empowerment and support to ensure you are successful in your role.

Our welcoming team environment and collaboration with colleagues will mean that you will develop your skills quickly alongside contributing to the success of our clients and BDO.

We offer a competitive salary, flexibility in your work, contributory pension, a generous annual leave entitlement & a range of additional benefits.

**Our Values**

Our core values are integrated into all aspects of working life at BDO:

* [Honesty and Integrity](http://www.bdoni.com/about-us/our-values/honesty-and-integrity)
* [Empowerment & Personal Responsibility](http://www.bdoni.com/about-us/our-values/taking-personal-resonsibility)
* [Mutual support](http://www.bdoni.com/about-us/our-values/mutual-support) & Respect
* [Professional and Personal Client Relationships](http://www.bdoni.com/about-us/our-values/strong-and-personal-client-relationships)

**The Role**

As a Manager or Senior Manager in our Corporate Tax team you will deal with compliance affairs of clients and related advisory matters. You will provide peace of mind to our clients and offer solutions through your skills and experience.

You will also play an integral role in planning and reviewing the work of the team, providing support to ensure completion of projects and to actively seek any new business opportunities arising with existing and new clients.

Your responsibilities will also involve working directly with senior colleagues and Partners. There will be opportunities to continue to develop your technical skills and knowledge through a blend of on the job experience and formal training.

**Principal Accountabilities**

* Oversee a portfolio of corporation tax compliance projects. This will include assisting in tax provisioning work where appropriate and interaction with HM Revenue and Customs on enquiry matters.
* Responsible for planning of tax compliance timetable and liaising closely with client teams where appropriate
* Responsible for all day to day tax compliance affairs of clients, and involved with related advisory matters. Act as a liaison between the client and other specialist teams within the firm.
* Fulfil a consultancy role on ad-hoc projects within field of knowledge
* Building and maintaining strong client relationships with clients at senior levels, including developing a strong commercial understanding of their business
* Support Partners and Directors in the development of new business relationships and business proposals through high level sales and marketing activity
* Support partners with the implementation and communication of any new business strategy for existing clients, target clients and internal business
* To identify risk and technical matters, whilst exercising judgement within agreed parameters
* Completing assignments within agreed budgets and timescales
* To ensure that the firm’s quality control procedures are adhered to as appropriate
* Recruit, develop, coach and supervise junior members of staff, which includes participating in recruitment, providing support on technical issues, providing learning and career development opportunities and ensuring appropriate objectives and development plans are in place
* Be an effective member of the management team by being an ambassador of the firm, participating in office marketing events and keeping abreast of the wide range of service the firm offers
* Perform any other relevant duties and responsibilities as reasonably specified by the Partners of the firm

**Your Experience and Skills**

**Essential Criteria:**

* CTA or ACA qualified or equivalent
* Significant understanding of and previous experience within tax compliance and tax advisory
* Strong corporate tax technical skills over a broad range of issues and the ability to research and conclude on new/developing tax technical issues
* Proven ability to deliver exceptional client service at all times and to tight timescales
* Good organisational and administration skills
* Proven people management capability
* High level verbal and written communication skills
* Team player with strong work ethic and ability to adapt to change
* Commitment to continuous improvement and personal development
* Attention to detail, including delivery of own and reviewing of other peoples’ work