***Fully Flexible Agile Working***

**Assistant 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 Assistant Manager in our Tax team you will assist the senior management team in providing tax advisory and compliance services to a wide range of clients. You will provide peace of mind to our clients and offer solutions through your skills and experience.

You will play an integral role in planning, monitoring and reviewing the work of the team, providing appropriate support to ensure timely and effective completion of projects.

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**

* To manage a portfolio of clients and to take responsibility for project delivery on your portfolio in collaboration with the Management Team.
* Financial management of your portfolio of clients, including the production of realistic budgets for agreement with partner and client, ensuring that project costs are monitored, variances identified and instigate corrective measures as required
* Plan, monitor and review all work in the group and, on occasions, deputise for senior colleagues, up to and including Partner level
* To liaise with HMRC, Tax Council and other professional staff as appropriate
* To assist with the planning of staff assignment allocation in order to give an appropriate spread of experience
* Provide support to colleagues on technical issues and be responsible for delivering work of the highest quality
* Provide coaching and mentoring to less experienced colleagues both on the job and through active intervention when learning opportunities arise
* To ensure that the firm’s quality control procedures are adhered to including second partner review where appropriate
* Ensure that all correspondence, reports and other written output are produced consistently within the firm’s quality standards as well as internal procedures and external regulatory requirements, ensuring that client relationships are properly documented
* Establish new contacts and opportunities and service existing contacts to secure chargeable work including obtaining support for BDO appointments on leads generated
* Develop contact with clients/work providers as appropriate to ensure the firm maintains strong working relationships
* Act as a liaison between a client and other specialist service groups within BDO
* Be an effective member of the BDO 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
* Previous experience within tax compliance and tax advisory
* 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
* Working knowledge of Microsoft packages
* 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