

Manager / Senior Manager (Personal/Business Tax)

Chiene + Tait is an award-winning Chartered Accountancy firm of over 140 staff and 13 partners, with an enviable 130-year heritage. Headquartered in the heart of Edinburgh, we have a further office in Inverness and satellite offices in London and Glasgow.

We are looking for an ambitious individual to join our Edinburgh Personal and Business Tax team at Manager or Senior Manager level. We have worked hard to empower our management team and the successful candidate will manage ad hoc projects, reporting to partners and directors, and will have a key role in driving our business forward.

The role offers clear opportunities for advancement and the level of technical work will provide a varied and challenging development path. The department's portfolio consists of high net worth individuals, landed estates, unincorporated businesses including professional partnerships and family trusts. While experience of all of these is a preference, there are opportunities to develop in areas where the candidate has less experience, with a view to eventually operating across all sub sectors.

What you will do:

The main duties of the role include:

- Responsibility for day-to-day delivery of exceptional client care
- Carrying out ad hoc advisory projects
- Where there is a desire to supplement the advisory work with responsibility for a client portfolio this can be accommodated. This will require reporting directly to Director/Partner level
- Reviewing work and assisting junior members with technical queries
- Coaching and developing junior members of staff, including responsibility for appraisals and facilitating objective setting
- Identifying and managing areas of risk for clients and the firm
- Identifying opportunities to involve other disciplines to expand the scope and value of our services
- Monitoring budgets, driving profitability and raising issues at the appropriate level
- Keeping internal control records up to date and ensuring compliance with quality control procedures
- Responsibility for the preparation of fees, proposals, fee quotations, money laundering procedures and engagement letters
- Assisting in business development activities on an ad hoc basis

What we are looking for:

- A relevant qualification is required. This may be CTA, STEP, CA or qualified lawyer.
- Good knowledge of current taxes including income tax, capital gains tax, inheritance tax, national insurance contributions, trust and partnership taxation
- Proven competence in tax planning projects
- Excellent written and oral communication skills
- A proactive approach to managing staff and projects, including a willingness to take responsibility and suggest solutions to problems encountered
- Ability to work as part of a team
- Motivated and committed to continuously developing technical, commercial and client relationship skills

- Effective time management skills and ability to efficiently organise workload to deliver on time and on budget
- Willingness to maintain and develop technical knowledge through internal and external training and reading of technical books/journals
- Ability to remain calm when under pressure and willingness to work overtime to meet deadlines
- Good IT skills

Interested?

We'd love to hear from you. If you prefer an informal discussion about the role, please contact Kristina Dunkhase at 0131 558 5800 to arrange an informal chat with the department partner. To apply, register for an online account with us (via the link above) and submit your CV. Submitting a cover letter is a good way to explain to us why you think this role would be great for you (please include your salary expectations and notice period too).