

Ready to rocket?



Then you might be ready to join
Wilson Partners.

Tax Associate

Location: Sevenoaks - TN13 1YL
We offer flexible hybrid working
arrangements

Company: Wilson Partners Limited -
Leading Boutique Advisory/
Accountancy Practice

An opportunity has arisen to join Wilson Partners, an award-winning Accounting, Tax and Corporate Finance firm, recognised in 2023 as 'Outstanding to work for' by Best Companies.

We work with ambitious SMEs, their owners and Private Equity houses combining the financial expertise, experience and accessibility of our talented team to help them achieve their goals. Like our clients, we're ambitious too. We want to be a top 25 accounting firm by 2026 and we will only achieve that by investing in our people and continuing to provide innovative and value-added accounting, tax and corporate finance solutions that empower clients to make better decisions.

Who we are:

Wilson Partners was established in 2008 in the heart of Maidenhead, Berkshire, by two brothers, Allan and Chris. From day one there has been a key focus on team culture, driven by the belief that our business is all about the people. Now with offices in Maidenhead, Cambridge, Sevenoaks, Woking and South Africa and a team pushing 150, we're here to make a positive impact. Our continued growth journey means we are always on the lookout for great talent.

We're proud to do things a little differently, we're business enthusiasts who just happen to be accountants, we want to challenge and be challenged. We strive for the best and we want our clients and people to see the value in how we operate and that we can make a real difference.

Your new role:

This is an exciting role within a fun and dynamic team, where you'll work with a varied portfolio of clients across our tax services offerings.

This role is client facing and therefore requires fantastic levels of communication and the ability to build long-term professional relationships with clients and internal teams. The role requires good levels of communication and is suited to those that have a keen interest in business, a desire to learn and the ability to identify and solve problems in a professional manner.

There is the requirement to manage deadlines, complex technical tax queries and the ability to review the work of others within the team.

You will be a vital part of the team, providing accurate, timely information to clients, enabling them to make informed business decisions. This will include the processing of personal and corporation tax returns and preparation of other tax reporting to HMRC for EIS investments and employee option schemes.

Job Description

Job title	Tax Associate
Main purpose of job	To work with the team to ensure timely and accurate delivery of tax services.
Reports to	Tax Manager
Department	Tax
Duties & key responsibilities	<ul style="list-style-type: none"> • Complete standard income tax returns/P11D/corporate tax returns to required level. • Use standard letters where required. • Communicate effectively with colleagues and HM Revenue & Customs. • To regularly update appropriate tax spreadsheets / databases. • Ability to complete all work within the allocated time scales. • Complete time sheets accurately and on a timely basis. • Responsible for administrative side of the client take on process within the tax team. • Support the Tax Manager(s) in the first instance and the wider senior tax team; Senior Tax Manager(s) and Tax Director(s). <p>To pass professional exams;</p> <ul style="list-style-type: none"> • Meet all deadlines and dates set by course provider. • Plan study throughout the year producing consistent link results.
General responsibilities	<ul style="list-style-type: none"> • Support the Tax Manager(s) in the first instance and the wider senior tax team; Senior Tax Manager(s) and Tax Director(s).
Skills & abilities	<ul style="list-style-type: none"> • Basic understanding of income tax and capital gains tax/corporation tax and business tax. • Effective use of IT including Excel, Word, Outlook, and relevant tax packages. • Ability to set up basic tax file. • Questions to improve knowledge and understanding. • Able to communicate effectively face to face and over the phone with clients and 3rd parties. • Takes responsibility for work tasks and quality, managing own workload and deadlines under supervision. • Shows enthusiasm and commitment to undertaking tasks as required and in particular in seeing tasks through to completion. • Aware of cost implications of actions and meeting set budget requirements. • Self-motivated to study and puts concentrated effort into exam study and link exams. • Maintains professional standards of conduct and practice.
Knowledge & experience	<ul style="list-style-type: none"> • School leaver - 3 A-levels - minimum C grade average. • Graduate - 2.1 Degree.
Personal attributes	<ul style="list-style-type: none"> • Willing to embrace change and new ideas. • Attention to detail. • Be a good team player demonstrating commitment and respect to other team members. • Can-do attitude.

Please email your cv to: bhavika.nesbitt@wilson-partners.co.uk