



mgr

ETL
GLOBAL

JOIN THE TEAM

Personal Tax Assistant Manager

Are you an experienced personal tax professional at either Assistant Manager level, or a Tax Senior on the cusp? Do you want to work on great clients and be challenged professionally? We are a reputable firm with an entrepreneurial, progressive and supportive environment. If being an active part of an organisation which retains its family feel is important to you, we want to hear from you.

About mgr

With over 40 years of expertise, we're an ambitious London-headquartered accountancy practice, experiencing significant growth year on year. It's an exciting time to be part of our team.

As a medium-sized firm, we regularly punch above our weight. We enjoy collaborating and are passionate about providing a high touch, bespoke service to support our clients with their complex accounting and tax needs. As a result, many of our clients who might typically gravitate towards larger firms, choose to work with us instead.

As a member of ETL GLOBAL (a Top 20 accountancy firm), our team is supported by one of the largest international networks of professionals in the accounting, tax, legal and audit sectors.

Our people

Team mgr currently stands at just over 140 staff and 21 partners. We are dedicated to developing our staff to reach their desired potential, offering clear opportunities to take on more responsibilities and progress within the business.

Our people are at the heart of everything we do and we're committed to creating a working environment that makes every individual feel welcome. We're a diverse bunch and delight in the broader range of ideas and perspectives that this brings. We empower our people to make a difference, promoting positive change both within our teams and the wider community.

We understand that everyone has personal responsibilities outside the office, so our flexible and hybrid working policies are designed to support this.

Our location

Our London office is easily accessible. Based in St John's Wood, we're just 10 minutes from Bond Street on the Jubilee Line, or 5 minutes from Euston on the London Overground.

About the role

Our clients include ultra and high net worth individuals, private equity partners, owner managed businesses ranging from small startups to large international groups, families, partnerships, internationally mobile individuals, and trusts.

You don't necessarily need experience in all these areas as training will be provided where needed.

Key responsibilities

- ✓ Take ownership of assignments and your portfolio.
- ✓ Develop relationships both within the firm and with clients.
- ✓ Provide consistent and quality client service including maintaining regular contact with clients.
- ✓ Provide tax technical support in all personal tax matters, including income tax, CGT, inheritance tax, and residence issues.
- ✓ Work on consultancy and advisory projects.
- ✓ Technical research.
- ✓ Manage compliance matters and client queries on your own portfolio efficiently and effectively.
- ✓ Supervise and assist with the technical development of junior members of staff.
- ✓ Prepare client documents, including complex annual tax returns and ensure compliance with current tax laws.
- ✓ Correspond with clients, tax authorities and third parties daily on a wide variety of personal and business tax matters.
- ✓ Point of contact for tax queries from other departments within the firm and similarly, referring clients/client matters to other parts of the firm where appropriate.

Skills and attributes for success

- ✓ Strong technical skills and experience, including sound, commercial tax expertise.
- ✓ Up to date knowledge of personal & business tax issues.
- ✓ Proactive approach to problem solving.
- ✓ Highly personable and discreet.
- ✓ Capacity to establish professional credibility quickly.
- ✓ A good team player, demonstrating a collaborative approach and helping with other colleagues' work when required.
- ✓ A decisive thinker with the ability to analyse information quickly.
- ✓ Pays attention to detail and takes pride in work produced.
- ✓ An excellent communicator, able to represent the firm's best interests with both clients & colleagues.
- ✓ Proficient IT capability.

Qualifications & experience

- ✓ Strong academic background.
- ✓ ATT/CTA or ACA/CTA qualification.
- ✓ Relevant tax experience gained within a professional services environment.
- ✓ Experience of building strong relationships both internally and externally.

"I'm very proud of our tax team; for the way they work together, take on responsibility and want to learn."

- JILL SPRINGBETT, PERSONAL TAX PARTNER

What we offer



Breaking down the benefits

Work-life balance

- ✓ 25 days annual leave plus public holidays
- ✓ Annual leave increases to 26 days after 2 years and 27 days after 4 years
- ✓ Auto Enrolment Pension – Salary Sacrifice and additional NI savings added
- ✓ Buy or sell up to 3 days annual leave
- ✓ Generous bonus scheme
- ✓ Hybrid working policy
- ✓ Languages at lunch
- ✓ Monthly Monday treat day
- ✓ Tuesday fruit deliveries
- ✓ Friday afternoon drinks
- ✓ Regular social events
- ✓ An inclusive, friendly team!

Health & wellbeing

- ✓ Life assurance x 4 after 1 year
- ✓ Private Medical Insurance after 1 year
- ✓ Annual eye check-up & flu jabs
- ✓ Cycle to work scheme
- ✓ Employee Assistance Programme
- ✓ Benefits Hub
- ✓ On-site gym
- ✓ Fitness training classes via Zoom 2 days per week
- ✓ Weekly Pilates class

Personal development

- ✓ Regular in-house training
- ✓ Support with professional qualifications
- ✓ Internal support and mentoring
- ✓ Professional subscriptions after 1 year

"Very supportive environment with everyone keen to help."



The partners are very approachable and understanding, and the firm is very good at developing trainees."



"Good office atmosphere... interesting clients!"

