

January 2023

We're recruiting!

Tax Technician

Due to continued growth within our personal tax team, an opportunity has arisen for an ambitious Tax Technician to work closely with Senior Management.

Employment Type: Permanent, full time.

The Role: Working within our tax team, primarily focussed on personal tax matters.

Responsibilities:

1. Preparation of personal tax returns and computations for management review.
2. Completion of Income and Expenditure statements and rental accounts for tax return purposes.
3. Assisting with the preparation of P11D forms.
4. Liaising with HMRC with regards to personal tax matters
5. Involvement in personal tax projects
6. Develop direct contact with clients, providing quality, timely and responsive services.

Requirements:

1. Be a qualified Tax Technician or Accounting Technician with experience in personal tax.
2. Previous tax related experience in a medium size firm would be beneficial.
3. Strong organisational skills, accuracy and attention to detail.
4. Strong interpersonal skills.
5. Proficient in the use of Microsoft Office, particularly excel.

Why work with us?

1. Flexible and remote working, including 1pm Friday finish
2. We are a Company that promotes a healthy work life balance.
3. Competitive salary with a range of benefits.
4. Opportunity to develop tax knowledge within a supportive team

If you are interested, please forward your CV in confidence to lara@muldoon-accountants.co.uk



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