

Inspiring confidence



Mixed Tax Senior (Part Time)

Based in Andover and Basingstoke offices

Reporting to: Jessica Pugh- Tax Manager

Langdowns DFK combine traditional accountancy services with forward thinking business advisory services. We believe in inspiring confidence from our clients and from our people. We deliver a diverse range of business expertise, combining experience and innovative thinking.

Established in 1954, with 8 Directors across 3 offices in Southampton, Basingstoke and Andover, we are proud to deliver 100% business support to a wide range of corporate and private clients throughout Hampshire.

Personal Specification:

You will need to have a pleasant manner, be articulate and well presented. You must be enthusiastic, reliable and used to working to deadlines and under pressure when required.

Ideally you will be ATT qualified or have experience of working in a mixed tax role.

As this role will be based in two locations, your own transport and the willingness to travel is essential.

Job Outline

- Assisting with the tax compliance of a portfolio of tax clients including individuals, sole traders, partnership and limited companies throughout the tax year cycle.
- Assisting with the production of Corporate Tax Returns and administration.
- Correspondence with clients, HM Revenue and Customs and third parties.
- Assisting with the preparation of P35, P11D's and other end of year PAYE compliance issues as required.
- Using IRIS software for tax compliance and maintenance of the personal & corporation tax functions.

Inspiring confidence



SALARY AND CONDITIONS

The position is on a part time basis, approximately 15-20 hours per week with days to be agreed.

We offer 20 days paid holiday (pro rata) in addition to public holidays.

The position offers a competitive salary dependent on experience to be agreed.

Good working environment in a friendly and professional office.

You can download an application form from our website www.langdownsdfk.com
Please return the completed application form to Mrs J Biddlecombe
Email: jbiddlecombe@langdownsdfk.com
T: 023 8061 3000

Closing date for completed applications is 13th August 2010

Registered to carry on audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales.
Langdowns DFK is a trading style of Langdowns DFK Limited. Registered in England and Wales. Registered Office is Fleming Court, Leigh Road, Eastleigh,
Southampton, SO50 9PD. Registered Number: 6014654
