

Inspiring confidence



Tax Supervisor

Based in Eastleigh

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.

Job Description:

Working in the tax department as part of a team, reporting to the Manager and mainly responsible for corporation tax. Qualified for or studying towards a recognised tax qualification. (ATT or CTA).

Duties :

- Responsibility for the tax review of company accounts, production of corporation tax computations and returns, administration of corporate tax compliance.
- The administration of a varied portfolio of personal and business tax clients, including sole traders, partnerships, company directors and individuals, to ensure the personal tax compliance cycle is completed on time each year
- The production and review (where necessary) of income tax and company tax returns to meet internal, client and statutory deadlines
- The production and review (where necessary) of P11D, P35, CT61, NRL and CIS returns
- Assistance with tax administration, notices of coding, dealing with routine correspondence with HM Revenue & Customs and clients
- Keeping the portfolio Director, and others involved with the client, informed of developments
- Providing technical support and training to existing staff including review of corporation tax computations prepared by accounts staff
- Working with outsourcing, payroll and accounts department colleagues on tax related issues
- Assisting the Tax Director with tax investigation work if required, particularly in relation to company investigations.

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- Ad hoc tax advisory assignments on own portfolio clients, under the supervision of the Manager/Directors.
- Assisting the Manager/Director with tax advisory projects as required
- Spotting and developing planning and advisory opportunities from all areas of work and appraising the Manager/Directors thereof.
- Liaising, and developing relationships, with clients
- Attend client meetings, build and develop good working relationships with clients and colleagues to develop further business over time
- Identify opportunities to increase the client base and develop cross departmental working opportunities
- Assisting with the administration of the tax department eg. the tax library, tax forms, mail-merges/standard letter roll-outs
- Prepare for and contribute effectively to Staff Appraisal meetings
- Continuously develop own knowledge and skills by professional reading and attending Solent Accountancy courses/updates
- Assistance with other departments as the practice requires

Personal Qualities:

- A effective communicator orally and in correspondence
- Flexible and adaptable to business changes and the seasonality of the tax compliance cycle
- Self motivated, quick thinking, and keen to show initiative
- Ability to meet deadlines and work under pressure
- Good team player with ability to lead and train junior members of staff
- Well presented, and possessing the necessary attitude and personality that is associated with a professional firm
- Able to demonstrate good inter personal skills with staff and clients alike
- Able to adhere to budgets and advise Manager/Director of problems on a timely basis

Professional Attributes :

The skill areas that are essential are:

Qualifications: Qualified for or studying towards CTA

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Skills :

- Corporate tax specialism
- Tax return preparation experience
- P11D/P35 preparation experience
- Use of computer packages to produce tax returns/P11D/P35
- Computer literacy especially regarding spreadsheets, e-mail and use of Microsoft Products in general.

. The skill areas that are desirable are:

- Former experience/employment in practices of similar size.

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

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