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We will be the firm that clients always choose to work with and where talented people belong.

ATT Trainee Tax Technician

Job description

Job title: ATT Trainee Tax Technician
Location: All offices - Lincs, Leics & Notts
Reports to: Tax Manager

Role summary

The main responsibility of this role is to support your team and carry out the administrative and technical support to the tax department. You will complete basic personal and business tax computations along with undertaking research to aid the provision of specialist tax advice and planning for clients.

Key responsibilities

1. To prepare personal, partnership and trust tax computations under supervision including annual tax credit forms and P11D's.
2. To perform administrative duties for department as required.
3. To undertake the scanning of documentation to the preparation team as and when required.
4. To provide research for senior staff undertaking ad hoc tax projects.
5. To keep up to date with changes in tax legislation.
6. When the opportunity arises, deal effectively with clients within their range of expertise and to refer to senior/manager before any advice is given.
7. To proactively manage their own personal study to improve their knowledge and technical abilities.
8. To respect client confidentiality and to promptly report to their Director any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc
9. To attend in house training to keep CPD up to date.

Person specification

- Must have GCSE Maths and English Grade 5 +
- Gained or predicted 3 A levels grade A- C or equivalent.
- Must be academically able and willing to undertake ATT studies or have part completed such.
- Must be able to learn/ prepare routine personal and partnership tax returns and assist with the preparation of more complex return's accounts after initial training.
- Must be aware of the importance of client relationships and their own limitations when speaking to clients.
- Must possess IT skills to operate in-house programmes and prepare and develop Excel spreadsheets as necessary.
- Must be fully conversant or keen to learn software programmes.
- Must be prepared to learn basic tax and business issues.
- Excellent communication skills and ability to build relationships at all levels to provide a great service to our clients.
- Enthusiastic to learn with a determined mindset to succeed.

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

