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

Tax Administrator

Job description

Job title: Tax Administrator

Location: Sleaford

Reports to: Director

Role summary

The Tax Administrator is responsible for providing professional administrative support. This will involve managing client records and supporting all internal processes on a six-month fixed term contract.

Key responsibilities

The key responsibilities of this role are to:

- ensure all internal processes within the tax team are transferred and received accurately.
- complete typing, photocopying, scanning, filing, faxing and making up client files.
- diary management, making appointments and greeting visitors.
- produce monthly workflow statistics for senior team each month.
- managing incoming and outgoing mail and maintaining office stationery.
- contact HM Revenue & Customs for ad hoc items.
- cover reception during periods of absence as required.
- be proactive in taking on additional duties in line with skills and experience.

Person specification

The ideal candidate will have:

- GCSE qualifications or equivalent.
- a good understanding of Microsoft Office software.
- the ability to work flexibly to cover holidays and sickness at short notice.
- previous experience in a receptionist, administrative or client facing role.
- experience of using IRIS Accountancy Software is desirable.
- an enthusiastic and proactive attitude with strong attention to detail and organisation skills; working methodically and accurately as part of a team.

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!

