



Working together #joinduncantoplis

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

Tax Projects Supervisor or Manager

Job description

Job title: Tax Projects Supervisor or Manager
Location: To be agreed, one of our 11 office locations
Reports to: Director

Role summary

An exciting opportunity has become available for a Tax Projects Supervisor or Manager to advise clients on tax projects within our expanding, specialist team.

The successful candidate will be responsible for the delivery of specialist tax projects for clients across the practice.

They will also ensure that all team members under their supervision receive the necessary on the job training and support to meet business and personal goals.

Key responsibilities

The key responsibilities of this role are to:

- undertake UK and international tax projects and advisory work within the tax projects team.
- manage advisory work and billing, ensuring budgets are met.
- assist the tax projects directors as required, including scoping projects and proposals.
- work with and answer queries from colleagues and clients in a timely and accurate manner, within agreed limits of responsibility.
- keep up to date with changes in tax legislation and the application of this knowledge to client's affairs.
- identify opportunities when reviewing client affairs and action these as appropriate.
- develop others within the tax projects team with technical knowledge as well as their general development.
- respect client confidentiality and report any issues which may affect client relationships to their director.
- promptly report to their director any concerns which may affect the firm's client relationship, e.g. money laundering, unethical business practices, complaints etc.

Person specification

The ideal candidate will be:

- CTA and/or CCAB qualified or part qualified.
- experienced in UK tax and be able to deliver advice on direct taxes, reporting directly to the firm's tax projects directors - on the job training will be provided to broaden your knowledge.
- able to actively manage your own workload and take responsibility for your own development.
- capable of demonstrating effective time management, excellent written and verbal communication skills, and an excellent attention to detail.
- able to demonstrate effective client inter-personal skills, including the management of client expectations.
- proactive in ensuring that team members under their supervision are supported to achieve agreed targets in their performance and development.
- comfortable providing effective on the job training and experience for team members to complement their studies, whilst meeting work priorities.
- a team player and have a friendly, positive approach with a can-do attitude.

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!

