



## JOB DESCRIPTION

**Job Title:** Tax and Business Adviser

**Full / part time:** Full Time

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### Inspire:

Inspire is an award winning business advisory firm focused on enabling entrepreneurs to succeed. We are a firm of talented, passionate and caring professionals committed to supporting our clients. A unique and energetic firm based in Poole, with clients across the South Coast, Inspire represents a truly different place to work.

In joining Inspire's Advisory Projects team you would be part of a successful team which has delivered many Corporate Finance and Tax Advisory projects over the years making a real difference to our clients. You will work closely with all members of the wider Inspire team and support our entrepreneurial clients in a variety of projects.

### Job Purpose:

To provide assistance within the Advisory Projects team in relation to Tax advisory work. This will include supporting management and the team as a whole to help ensure the department runs smoothly and efficiently.

### Principal Duties and Responsibilities:

- Providing tax and business advice to our clients.
- Preparing reports on tax advisory projects to include company reorganisations, incorporations, liquidations, share restructures, residence and overseas tax implications, employee share schemes.
- Experience of employer solutions and benefits in kind and/or international/overseas tax areas would be beneficial
- Prepare HMRC clearance letters and provide VAT advice.
- Assisting with administration of tax schemes and responding to HMRC queries and scheme provider information requests. Updating clients on progress of cases.
- Agreeing payment plans with HMRC for clients.
- Carry out tax research and provide a summary of key applicable points to directors/clients
- Carrying out ad-hoc tax advice.
- Ensuring professional development is carried out by seeking out training opportunities.
- Keeping up to date with relevant business news.
- Acting in a professional manner, upholding the ethics of the firm and our professional regulatory body.
- Building & developing client relationships.
- Attending networking events on behalf of the firm.
- Travelling to and from clients when required.
- Carrying out ad-hoc work as required by the managers and directors.

## Key Tasks:

- Preparing reports detailing the tax advice
- Writing and responding to emails from clients
- Taking and making phone calls with clients
- Visiting client premises and meeting clients to discuss their tax queries, when required.
- Attend team meetings and contribute to discussions on how to improve processes
- Keep managers informed of progress and escalate in a timely manner all potential problems
- Keeping a timesheet analysing the time spent on each task
- Monitor time costs on each task and ensure projects are delivered on budget
- Keep detailed lists of outstanding items
- Prioritise outstanding work and ensure all tasks are completed to deadlines
- Following up on client requests to ensure they have been passed to the right member of staff or have been dealt with.
- Liaison with the accounts team when information is required
- Preparing and sending out tax reports and advice
- Be aware of the scope of the work allocated and highlight any areas outside of the normal scope
- Any other ad hoc duties