



PERSON SPECIFICATION

Job Title: Tax and Business Adviser

Requirements	Detail	Essential /Desirable
Qualifications	Minimum of GCSE in English and Maths at grade B or equivalent	E
	Minimum of A Levels at grade C or equivalent	E
	ACCA/ACA Qualification	E
	CTA Qualification	E
Experience	A minimum of 2 years post qualification experience in a tax advisory role	E
	Experience of employer solutions and benefits in kind and/or international/overseas tax areas would be beneficial	D
Skills and Attributes	Excellent communication skills: Able to listen attentively and respond clearly showing empathy and understanding in dealing with others, both in face to face conversations and on the telephone	E
	Excellent written skills: Provide evidence of the ability to communicate in written reports and via email with accurate spelling and grammatically correct English.	E
	Proficient IT skills: Ability to use Microsoft Office and Excel	E
	Proficient IT skills: Ability to use an accounting package (Sage, Digita Accounts production, Access, Caseware, CCH)	D
	Desire to achieve results: Ability to prepare tax advice, emails and reports to a high standard, whilst working to deadlines	E
	Passionate about providing excellent client service: Understanding that the client/customer comes first and that this is fundamental to the success of a client service organisation Support clients in their needs thus contributing to their success	E
	Team orientated: At all times remain supportive to the whole team and display a positive outlook.	E
	Honest and trustworthy: Strong sense of ethical and professional behavior ensuring that confidentiality and ethical standards as set out in the ACCA/ICAEW/CTA guidelines are always maintained both in and out of the office	E
	Relationships: Display a confident manner when dealing with clients which will allow you to build strong relationships, as this is the fundamental key to the service Inspire provides.	E
	Excellent time management & organisational skills: Able to work to deadlines, keep others informed of progress.	E
	Self-Motivated: Able to work alone and self-start to ensure that set targets are achieved and completing tasks to time scales set.	E
	Clean Driving License and ability to travel to client sites	E

