



JOB DESCRIPTION

Job Title:	Senior Tax Adviser
Location:	Poole
Full / part time:	Full Time
Reporting to:	Director

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.

Job Purpose:

We require you to have great relationship and people management skills and be commercially focused. Your role will be to lead tax advisory assignments, in line with the level of support in which clients have engaged with us. You will also work with the Director to manage workflow within the tax advisory team, helping ensure the team runs smoothly and efficiently and that jobs and ad hoc projects are completed on time, on budget and to a high standard.

Principal Duties and Responsibilities:

You will:

- Supervise jobs/ assignments and will:
 - Provide tax and business advice to our clients.
 - Review reports on tax advisory projects to include company reorganisations, incorporations, liquidations, share restructures, residence and overseas tax implications, employee share schemes.
 - Review HMRC clearance letters and provide VAT advice.
 - Carry out tax research and provide a summary of key applicable points to directors/clients.
 - Carrying out ad-hoc tax advice.
 - Meet your annual chargeability target.

- Be the Relationship Coordinator for a portfolio of clients and will:
 - Be a key contact between the client and more senior members of the team, ensuring great relationships are built in line with Inspire's beliefs.
 - Regularly liaise with clients, seeking to build and maintain proactive and supportive professional relationships, travelling to them as required and where most efficient.
 - Work effectively to ensure client delight whilst upholding Inspires Essence, Spirits and Beliefs.
 - Ensure deadlines are met, prioritising outstanding work, even when extra hours are required.
 - Be commercially focused and aware of the scope of the work allocated.

- Highlight to more senior members of the team any billing considerations, e.g. work carried out over and above the fee/ monthly retainer, any WIP potentially to be written off bills.
 - Keep managers informed of progress and escalate in a timely manner all potential problems - you will also ensure other team members are also doing this.
 - Liaise with others within Inspire to ensure seamless relationships with clients.
- Have a desire to coach and mentor your colleagues and will:
 - Motivate and encourage more junior members of the team to ensure they are reaching their potential.
- Drive your own development and will:
 - Act in a professional manner, upholding the ethics of our professional regulatory body and the essence, spirit and beliefs of Inspire.
 - Lead by example in terms of showing commitment to Inspire and the standards required.
 - Ensure personal and professional development is undertaken.
 - Attend networking events as required.
- Additionally you will:
 - Participate fully in team meetings and contribute to discussions on how to improve processes.
 - Be an advocate for working with the support team wherever possible, to improve efficiencies within the office.
 - Carry out ad-hoc work or project work as required by managers and directors.

Who we are looking for

Inspire's client relationships are **transparent**, **supportive**, empathetic and **encouraging** while at the same time we are not afraid, while being caring, to be **straight talking** such that we give our clients the right advice, at the right time, to enable them to succeed.

These beliefs (noted in blue) are the guiding principles we follow at Inspire. To succeed at the interview stage and in the role, you will be able to demonstrate your passionate for client service and talk about your experience of providing support and advice to clients which enables them to succeed and which **exceeds expectations**.

You will also have a desire to make a difference to the advisory and wider team within Inspire, being team orientated and self-motivated.

In terms of qualifications and experience, you will:

- Be CTA qualified and ideally ACA/ ACCA qualified too.
- Have experience working as a tax advisor, ideally in a supervisory role.
- Have a good understanding of the tax system and have experience of using tax software.
- Ideally have experience of employer solutions and benefits in kind and/ or international/overseas tax areas.
- Have experience managing others.
- Have a driving license, so you have the ability to travel to client sites as required.