



JOB DESCRIPTION

Job Title:	Tax Advisory Manager
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 manage the tax advisory team, working with the Director to ensure the team runs smoothly and efficiently. Also, ensuring assignments are completed in line with the level of support in which clients have engaged us and are completed on time, on budget and to a high standard.

Principal Duties and Responsibilities:

You will:

- Manage 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.
 - Meet with new clients and ensure our onboarding process is followed, liaising with the support team to create engagement letters.

- Work effectively to ensure client delight whilst upholding Inspire's 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.
 - Be responsible for budgets and billing for clients, in conjunction with the Operations Associate Director - highlighting 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 directors informed of progress and escalate in a timely manner all potential problems – also ensuring 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:
- Lead, manage and motivate all individuals within your team.
 - Contribute to the smooth running of the wider Client Services team.
 - Coach and encourage all team members to ensure they are reaching their potential.
 - Undertake regular team appraisals, setting team and individual objectives which are congruent with Inspire's strategy.
 - Undertake regular 1:1's with team members to discuss their progress on jobs/ assignments, against objectives, ongoing development and any pay review.
 - Liaise closely with HR to ensure consistent policies are followed for all employees
 - Assist with training and development of team ensuring individuals understand the requirements of their role.
 - Co-ordinate internal and external training for team as required.
 - Lead by example in terms of showing commitment to Inspire and the standards required.
 - Lead team meetings and contribute to discussions on how to improve processes.
 - Represent Inspire at any recruitment events as required.
- Drive your own development and will:
- Act in a professional manner, upholding the ethics of Inspire and our professional regulatory body.
 - Ensure personal and professional development is undertaken.
 - As required, attend networking and business development activities and events.
- Additionally you will:
- Be part of Inspire's management team, participating fully in any management meetings and suggesting ways 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 as required by 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, in a supervisory or manager 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.