

JOB DESCRIPTION

TAX SENIOR

(TAX DEPARTMENT)

Moore Stephens have a tax group who service clients of their local business and audit groups. There are currently five tax staff and a tax manager. They are seeking an additional member of staff as a tax senior.

Overall responsibilities

Preparation and review of Jersey, Guernsey and UK tax returns for clients of the local business and audit groups.

Specific Responsibilities

- Preparation of Jersey personal tax returns
- Preparation of Jersey tax computations for Jersey business and corporate clients.
- Preparation of Guernsey corporate tax returns.
- Review of Jersey personal tax returns
- Review of Guernsey corporate tax returns.
- Preparation of UK non-resident UK tax returns
- Review of UK non-resident UK tax returns
- Agreement of Guernsey tax assessments
- Agreement of Jersey tax assessments
- Arranging for tax liabilities to be settled on time
- Reporting to manager

Person Specification

- Must be confident in approaching clients
- Good communication skills
- Must be hard working and possess a keenness for accuracy
- Must be adaptable to changing environments and diplomatic

Education/Professional Requirements

- An accountancy or taxation qualification
- Good computer skills