

# Mixed Tax Director/Partner

## About us

Foxley Kingham are a well-established 5 Director/ Partner firm of Chartered Accountants based in Luton, Bedfordshire. Together with our sister practice, GKP (Amphill) Limited, we deliver a wide range of accountancy and mixed tax services to a large number of clients in the surrounding area. We are a business committed to ensuring individual progress and development whilst creating a professional and friendly environment for our employees.

## About the Role

A new permanent position, this is an incredibly rewarding opportunity for a Tax Director/Partner with a strong technical understanding of complex tax structures and experience in identifying tax planning opportunities for personal and corporate tax clients. Joining our existing Board of Directors/ Partners in the firm, the role is focused on leading the delivery of tax advisory projects for a substantial portfolio of personal and corporate clients, as well as overseeing our tax compliance function.

In this client facing opportunity you will: develop and enhance the business' tax function, manage your own portfolio of clients ensuring a first class level of service is maintained through effective technical support, develop and maintain excellent client relationships, participate in networking and marketing initiatives alongside our existing Directors to further promote the firms name and reputation, lead on tax consultancy assignments, have excellent client handling skills and proven experience of supporting clients on a wide range of tax issues. You will be supported by a Tax Senior and you will have scope to grow and shape our Tax Department.

## Main Duties/Areas of Responsibility

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### CLIENTS

- Lead the planning and delivery of tax compliance and advisory services to corporate and private clients
- Assist with the development and delivery of the tax strategy of the firm
- Develop and enhance the firm's tax advisory offering consistent with the size and profile of the firm
- Identify and develop potential planning opportunities and projects
- Advise on transaction-based activity, such as mergers and acquisitions
- Oversee the tax compliance function including preparation of personal tax returns, computations, P11Ds
- Responsible for the timely, efficient and accurate delivery of tax compliance projects
- Coordinate the delivery timelines of all other departments to ensure compliance deadlines are met
- Monitor use of resources against budget and pricing of tax compliance and advisory work
- Oversee and assist with HMRC tax enquiry work
- Resolve tax issues and produce complete tax files
- Assist others in the tax team and wider firm with tax queries
- Support the business by highlighting any potential tax issues and producing appropriate information
- Review topical tax matters and advise appropriate clients
- Manage the client relationship and ensure clients' tax affairs comply with statutory requirements
- Take an active involvement in business development alongside the partners including attendance and presentations at seminars and other networking events
- Research and prepare proposals for new work, taking part in formal presentations to prospective clients
- Take ownership of specialist assignments.

### POLICIES AND PROCEDURES

- Oversee office operations and procedures, evaluate current procedures and design and implement procedural improvements.
- Liaise with Directors/Managers to update and maintain office policies as necessary
- Review materials supporting those procedures and communicate changes to team members

### STAFF MANAGEMENT

- Define and lead the tax department
- Participate actively in the recruitment and induction of new team members

- Train, support and oversee professional development of all staff within the tax department
- Plan, control and review work carried out by team members

#### INTERNAL FINANCE

- Oversee client invoicing
- Maintain awareness of credit control and cashflow as appropriate

#### DATA AND DOCUMENT MANAGEMENT

- Advise on and develop database of clients
- Ensure security of data

#### COMPLIANCE

- Ensure compliance of the tax function with the business regulatory framework

## Experience & Skills

### Experience

Proven experience in a Tax Director position with excellent knowledge of UK tax compliance as well as experience in more complex transactional based and advisory functions

### Knowledge and Skills

ESSENTIAL	DESIRABLE
7 plus years relevant experience	Qualified ACCA/ACA/CTA
Previous Tax experience in a senior role within a practice environment	Demonstrable experience of leading and developing an advisory tax function
An all-round tax background encompassing corporate/ personal tax issues	Experience in other areas of direct tax such as IHT, property transactions
Experience dealing with Owner Managed Businesses, entrepreneurial businesses and corporate groups	HR and performance management skills
Experience in a wide range of tax affairs, including mergers and acquisitions and transactions in securities	<ul style="list-style-type: none"> <li>• Able to use the following software:</li> </ul>
Commercial acumen	<ul style="list-style-type: none"> <li>• Virtual Cabinet/document management systems</li> </ul>
Ability to manage a portfolio effectively and meet client expectations	<ul style="list-style-type: none"> <li>• IRIS Accountancy Suite</li> </ul>
Strong all-round organisation, planning and management skills	<ul style="list-style-type: none"> <li>• Practice Engine</li> </ul>
Excellent time management skills and ability to multi-task, prioritise and delegate/supervise work of others concurrently	
Strong IT skills	
An advanced level of technical knowledge through appropriate reading and courses and to fulfil professional bodies' CPD requirements.	

### Personal Qualities

Excellent interpersonal, written and verbal communication skills
Forward looking and strategic
A creative mind with an ability to suggest improvements
A proactive and pragmatic approach
Flexible and adaptable to change
Team player as well as able to self-motivate and work autonomously using own initiative
Friendly and approachable, but able to make hard decisions to keep the office functioning
Attention to detail and problem-solving skills
Effective problem solver
Strong commercial awareness and relationship building skills with a client focus
A desire to improve and better both your own and the firm's tax function